

## Job Description

<b>Post Title:</b>	<b>Site Manager</b>
<b>Location:</b>	<b>Hilton Spencer Academy</b>
<b>Salary/Pay Range:</b>	<b>NJC20 – NJC24 (5-point range) <i>depending on experience and qualifications</i></b>
<b>Hours of work:</b>	<b><i>Full Time, Permanent- 37 hours per week</i></b>
<b>Reporting to:</b>	<b>Director of Estates &amp; Facilities &amp; Principal or the Senior Leader responsible for the Academy</b>

## Purpose of Role

- To provide efficient and effective site management to the Academy ensuring the security, maintenance, cleanliness and general appearance of the buildings and surrounding areas are maintained in accordance with the Spencer Academies Trust standards.
- Assist the Principal and Trust Finance Partner to set the maintenance budget and plan.
- The Site Manager will have delegated responsibility for premises decisions following appropriate discussion with the Director of Estates & Facilities and/or Principal and where appropriate will advise/support the Senior Leadership Team on matters relating to premises and Health & Safety.
- To provide effective line management of the site and cleaning team as appropriate to the staffing structure of the Academy.
- As part of the Spencer Academies Trust you may be required to work flexibly across the Trust sites in agreement with the Director of Estates & Facilities.

## Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

## Main Duties and Responsibilities

Specific responsibilities include:

### Health and Safety

- Ensuring that the Health, Safety and Environmental (HSE) requirements are maintained as specified in the HSE Management System.

- To assist the Senior Leadership Team and Health & Safety Manager to formulate, monitor, implement and review the academy's Health and Safety policy, including the introduction of all Risk Assessment procedures.
- To advise all employees as appropriate on Health & Safety matters.
- To continually assess the site for Health & Safety risks and to undertake regular Health & Safety inspections as directed by the Principal, Senior Leadership Team and Director of Estates & Facilities. Where appropriate the Site Manager will report to Governing Body Meetings on Health and Safety.
- In co-operation with the Fire Service, the installation and maintenance of equipment for protection against and escape from fire. Keeping records and initiating regular fire practices.
- Ensuring the EVERY and other health and safety management systems, processes and practices are maintained accurately and timely.
- To ensure that compliance is up to date and recorded both physically (paper records) and on the EVERY data base system.

### **Premises**

- To plan, manage and/or undertake planned and reactive maintenance programmes, to include, but not limited to, painting, decoration, joinery, plumbing, electrical and internal glazing to include liaison with suppliers, overseeing contractors and monitoring service level agreements in conjunction with the Director of Estates & Facilities.
- To be responsible for a minor repairs and maintenance budget as agreed with the Principal ensuring appropriate resources are maximised and value for money is obtained within budget.
- Report on progress and provide advice to the Principal / Director of Estates & Facilities.
- Monitor all service contracts covering compliance, cleaning and catering to ensure that maintenance is performed according to schedules.

### ***The duties of the site manager include, but are not limited to, the following:***

- To be responsible for the ongoing operation of the building services, ensuring that defects and malfunctions are reported to the Director of Estates & Facilities (or deputy) and dealt with in a timely fashion. In the case of a serious malfunction the Senior Leadership Team must be informed immediately.
- Be responsible as key holder for the premises, attending call-outs and emergencies outside of the school day.
- To be responsible for ensuring clear and safe pedestrian access to the school in particular during adverse weather conditions (e.g. snow clearing, gritting etc.).
- To store and dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.

- To undertake portage tasks as required including setting up and clearing away furniture.
- To undertake maintenance task as requested.
- Maintain the COSHH register for all cleaning materials, paints and repair materials.
- To attend as necessary to visitors, such as contractors, utility supplier representatives, and monitor any work being carried out.
- In conjunction with the Cleaning Contractors ensure that standards of cleanliness are maintained. To undertake cleaning duties, interior and exterior, as appropriate.
- To assume delegated responsibility for compliance with statutory regulations relating to asbestos, PAT and legionella and emergency light testing, gas and electrical testing – including others as recorded on EVERY and to undertake risk assessments as appropriate.
- Responsible for the availability and operation of the premises during lettings, attending and securing the school during/following regular and occasional lettings outside normal school hours.
- Ensure that only Trust approved contractors are used and checks frequently made in relation to I.D, RAMS and Enhanced DBS

### **Management**

- Undertake Appraisal and Performance Management for all staff that the post-holder line manages and appropriately manage any underperformance with support from the Trust HR Manager.

### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

### **Additional Information**

Although a 37 hours week is in operation, the nature of the post requires flexible working patterns to meet the needs of the Academy. Consequently, working arrangements will be determined by the Principal/Director of Facilities/SLT. Prolonged working above the 37 hours may attract time off in lieu where this is agreed in advance by the Principal.

Salary will include basic site manager's pay, parents and governor's meetings and up to 10 call-out per year to the school premises. (Alarm calls in excess of this amount will attract overtime

payment). Separate payment will be made for work in relation to external lettings of the premises and other maintenance work.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Good standard of education GCSE Maths and English grade C or equivalent	✓	
Recognised training/qualification associated with site management	✓	
H&S qualifications		✓
Previous experience in an educational environment		✓
Management of staff		✓
<b>Knowledge and skills</b>		
Ability to communicate clearly orally and in writing and able to work collaboratively with others	✓	
Ability to work within school based systems and specified timelines	✓	
Working knowledge of a range of basic site maintenance and environmental matters	✓	
Through and demonstrable knowledge of building maintenance works (fabric and internal systems e.g. heating, plumbing, carpentry, electrical etc)	✓	
Knowledge of Health & Safety Legislation – willing to undertake training as appropriate.	✓	
Sound planning, negotiation and influencing skills together with ability to gather information, analyse data and problem solve.	✓	
Academy procedures		✓
Knowledge of the Every Data base		✓
H&S L2 or higher, IPAF/PASMA/Legionella		✓
<b>Personal qualities</b>		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	