

| | |
|---|--|
| Job Title: Site Manager | Pay Scale: PPS 11 |
| Normal Place of Work: Huntingtower Academy | Line Manager: Headteacher and Estates and Facilities Manager |
| Role Summary: To provide an on-site service to support the Academy through a range of tasks and be responsible for the management and co-ordination of the Site Team. | |

DUTIES AND RESPONSIBILITIES

1. Oversee and coordinate with the site team for the general maintenance and cleaning of the academy and grounds, either directly or through contractors.
 - Ensure all contractual work is carried out in accordance with the Health & Safety policy.
 - Ensure compliance checks are completed and recorded on the SharePoint system
 - Carry out permanent and/or temporary repairs, or organise for external companies to do the same (electrical, mechanical and structural) to buildings and equipment.
 - Construct and repair equipment and apparatus to appropriate standards.
 - Manage the efficient operation of the Academy's services, e.g. gas, water, electricity, heating and ancillary equipment, and record weekly all meter readings as requested and report any discrepancies.
 - Manage the cleaning or cleaning contract of the Academy buildings and furnishings in accordance with the Federation's instruction regarding the disposal of refuse.
 - Manage the cleaning of all exterior hard surfaces, drains and gullies using a planned maintenance programme.
 - Ensure the daily clean of the hall and eating areas.
 - Ensure all playing areas, paths, drives, etc are free from litter and that all rain water surface gratings are clear of debris and salted weather appropriate.
 - Oversee PAT testing and keep appropriate records up to date.
 - Monitor and keep records of annual inspections e.g. PE equipment, alarms, Legionella, pest control etc and report any issues arising.
 - Maintain all mandatory records in relation to fire testing, sprinkler testing, service and repair, health and safety and other associated record keeping.
2. Oversee the security and safety of the academy and grounds.
 - Manage the security of the academy and have responsibility as a key holder.

- Carry out weekly fire tests and maintain all mandatory records in relation to fire testing, service and repair, health and safety and other associated record keeping.
- Be available for call out in relation to alarms and poor weather conditions, etc as reviewed by the Academy.
- Carry out security procedures for the Academy grounds, Academy premises and their contents, including opening and closing of premises and gates and the testing and operation and check of burglar alarms and security cameras.
- Provide access to the premises in the event of fire, flooding, breaking and entering and any other emergency situation.
- Report any trespassers, damage and unauthorised parking of vehicles.
- To ensure Health and Safety and liaise with Health and Safety Coordinator.

3. Oversee the provision of academy vehicles.

- Oversee and co-ordinate the Academy daily student bus rota.
- Oversee and co-ordinate additional bus usage, e.g. for sports events, trips, primary liaison.
- Oversee the maintenance and upkeep of the Academy minibuses and vans.
- Co-ordinate the training of staff with reference to the driving of these vehicles.

4. Oversee the site team to manage the general caretaking of the Academy.

- Co-ordinate the receipt and distribution of stores and materials.
- Co-ordinate the non-routine use of buildings, e.g. set up rooms for meetings, conferences and examinations, and the cleaning of rooms afterwards.
- Prepare, maintain and store apparatus and materials for demonstration, class practical work and examinations in the courses taken at the Academy.
- Support special projects within the Academy, e.g. allotment area.

5. Overall responsibility for leading the Site Team.

- Manage an efficient site team on a rota basis.
- Supervise cleaners, Site Assistant/Drivers on a daily basis, identifying further areas of training that are needed.
- Highlight and arrange the need for staff training, as appropriate.
- Have responsibility for and manage various budgets as determined by the Head of the Academy.

6. Coordinate and organise the letting of the Academy facilities, as required.

7. Keep the Head of Academy up to date and fully informed on all matters regarding the premises including damage or trespass.

8. Act in accordance with Federation policies and procedures and relevant legislation.

9. Attend training as required by the Academy, eg for Health and Safety compliance.

10. Deal with enquiries from staff, contractors and members of the public.

This list is not exhaustive and you may be required to undertake any additional duties with the general scope of this role as determined by your Line Manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

| | |
|---|---|
| • Head Teacher, SLT and all Trust staff | To ensure a high quality service is provided that meets the needs of the Trust. |
| • Parents and Students | |
| • Visitors | |

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of the Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 7:30 am and 6:00 pm, shift pattern to work within these times. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee:

Dated:

Please sign and return one copy of the Job Description

PERSON SPECIFICATION – Site Manager

| | | Essential | Desirable | How assessed* |
|-----|--|-----------|-----------|---------------|
| | EXPERIENCE | | | |
| 1. | Experience of working in a customer centered environment | ✓ | | AF/IV/R |
| 2. | Experience of working in a caretaking/building facilities/portering role | | ✓ | AF/IV/R |
| 3. | Good communication skills: oral and written | ✓ | | AF/IV/R |
| 4. | Ability to prioritise workload and organise work schedule | ✓ | | AF/IV/R |
| 5. | Ability to undertake minor repairs (handy person skills) | ✓ | | AF/IV/R |
| | EDUCATION/TRAINING/QUALIFICATION | | | |
| 6. | Level 2 Literacy and Numeracy or a willingness to work towards this | ✓ | | AF/CERT |
| 7. | First Aid Certificate or be prepared to undertake training to qualify | ✓ | | AF/CERT |
| 8. | Proficient in the use of email and the internet | ✓ | | AF/CERT |
| 9. | Working at height qualification, or a willingness to work towards | | ✓ | |
| 10. | Manual Handling certificate, or a willingness to work towards | | ✓ | |
| 11. | Hold a Health & Safety qualification | | ✓ | |
| | SKILLS - DISPOSITION | | | |
| 12. | Ability to communicate and work professionally with internal and external customers of the Academy | ✓ | | AF/IV/R |
| 13. | Be confident and assertive | ✓ | | AF/IV/R |
| 14. | Ability to work effectively as an individual or as part of a team | ✓ | | AF/IV/R |
| 15. | Ability to work flexible hours and patterns | ✓ | | AF/IV/R |
| 16. | Flexible attitude to training requirements | ✓ | | AF/IV/R |
| 17. | Flexibility with a willingness to adapt working patterns to fit the needs of the academy. | ✓ | | AF / IV |
| 18. | Must accept and actively support the Trust's agreed values. | ✓ | | AF / IV |
| 19. | A commitment to equality, diversity and inclusion | ✓ | | AF / IV |

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

R = Skills assessed via References

Cert = Certificate checked at interview