



## **JOB DESCRIPTION**

**Job Title:** Site Manager  
**Grade:** C1 SCP 12-17/ C2 SCP 15-19/ C3 SCP 19-22  
**Reporting to:** The Principal

### **Job Purpose:**

Support the Principal by taking responsibility for management of the academy site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the academy. Manage other site staff including allocation and monitoring of work and performance appraisal. Oversee external contractors working on site.

### **Main Duties:**

- Undertake assessment of security risks to the academy (grounds, premises, and contents) including vandalism/arson and arrange for regular security checks to be undertaken (C3)
- Allocate and monitor work to site and cleaning colleagues
- Operate as part of management team,
- Manage maintenance, security and facilities systems on academy sites and premises
- Contribute to the planning, development and monitoring of premises services and supervision, training and appraisal of facilities/cleaning staff and contractors in collaboration with the Principal and other colleagues
- Manage fire safety equipment
- Manage provision of alarm systems, CCTV
- Consult with police, security, and surveillance contractors regarding any security breaches.
- Oversee the activities of all external contractors on-site ensuring compliance with detailed policies, and procedures in conjunction with the Academy Business Manager (C2)/ Oversee the activities of all external contractors on-site ensuring compliance with detailed policies, and procedures (C3)
- Manage the provision, task specification and health and safety measures for all academy appointed contractors.
- Plan for effective response to emergency call out in conjunction with the Academy Business Manager (C2)/ Plan for effective response to emergency call out (C3)
- Manage all academy lettings (C3)
- Manage all fault reporting via the Trust compliance system (Every) in conjunction with the Academy Business Manager (C2)/ Manage all fault reporting via the Trust compliance system (Every) (C3)

### **Maintenance:**

- Arrange service and maintenance visits and ensure supporting documentation is received, retained and any remedial work is undertaken (working with appropriately qualified and experienced consultants as appropriate).
- Identify defects and record repair and maintenance requirements
- Order, maintain and correctly store site and cleaning materials and equipment, implementing appropriate control systems
- Manage routine and reactive maintenance, ensuring records of work are retained
- Supervise maintenance contractors and undertake regular site inspections
- Provide emergency access to the academy site
- Manage, control, and assemble waste for collection

# GORSE

- Manage and undertake cleaning tasks as required
- Coordinate deliveries to the academy site and arrange safe storage of the items
- Monitor performance of service contractors and report concerns to the Director of Estates

## **Resources:**

- Ensure and maintain a clean and orderly working environment
- Take a lead role in planning, development and organisation of academy systems and procedures in conjunction with the Academy Business Manager (C2)/Take a lead role in planning, development and organisation of academy systems and procedures (C3)
- Manage records, information, and data, via the Trust compliance system (Every)
- Promote and ensure the health and safety of pupils, staff & visitors at all times
- Be responsible for ensuring the correct maintenance and safety of equipment all equipment
- Manage, demonstrate, and assist in the safe and effective use of equipment/materials
- Provide advice and guidance as required
- Be responsible for the selection and management of resources, and undertake regular audits of resources
- Manage and supervise lettings (C3)
- Manage Health & Safety risk assessments associated with your own and communal work areas, following health and safety policies and procedures
- Lead and work alongside other colleagues to determine the smooth running of Open/Parents' evenings and other events

## **Management responsibilities:**

- Liaise with outside contractors such as catering and grounds maintenance and ensure risk assessments and method statements are received, checked, and retained prior to commencement of work on site in conjunction with the Business Manager (C2)/ Liaise with outside contractors such as catering and grounds maintenance and ensure risk assessments and method statements are received, checked, and retained prior to commencement of work on site (C3)
- Produce, share, and review Risk Assessments for operations completed by site, cleaning teams in conjunction with the Academy Business Manager (C2)/Produce, share, and review Risk Assessments for operations completed by site, cleaning teams (C3)
- Take a role in recruiting site staff & in managing associated employment procedures
- Undertake induction/appraisal/training/mentoring for other staff in conjunction with the Academy Business Manager (C2)/ Undertake induction/appraisal/training/mentoring for other staff (C3)
- Attend all appropriate meetings e.g., Site and Buildings or Health & Safety Committee, as instructed by the Principal
- Hold regular team meetings with managed site staff (C2)/ Hold regular team meetings with managed site and cleaning staff (C3)
- Assist the Academy Business Manager in ensuring building systems and assets are maintained and records kept to reduce running costs and maximise their serviceable life (C2)/ Ensure building systems and assets are maintained and records kept to reduce running costs and maximise their serviceable life (C3)
- Recognise own strengths and areas of expertise and use these to advise and support others
- Ensure compliance by self and others with all legislation and Trust policies and procedures
- Ensure safe use by self and others of equipment and materials
- Supervise contractors when undertaking work on academy buildings and grounds, checking that agreed work by contractors has been completed satisfactorily and follow up on any deficiencies
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming academy environment which supports equal opportunities for all
- Undergo First Aid at Work training and update courses as required

## **Driving**

- Be responsible for the safe use of the academy vehicles ensuring safety checks are conducted and recorded in line with section 19
- Be responsible for the system to manage academy vehicles
- Drive the vehicles as required (if appropriate licenses are held)
- Ensure daily inspections of the vehicles is completed and records retained
- Be responsible for the routine cleaning of the vehicles

## **Career Grade:**

This is a career grade post with potential to progress from C1 to C3. The initial entry grade will be C1 with the opportunity to progress to C2 and C3 based on the following:

Progression to C2 will be subject to evidence that the following competencies can be successfully met:

- Assist in overseeing the activities of all external contractors and ensuring compliance as required
- Assist in planning for an effective response to emergency call out
- Assist fault reporting via the Trust compliance system (Every)
- Support with the planning, development and organization of relevant academy systems and procedures
- Assist in producing, sharing and reviewing risk assessments for operations completed by site, cleaning teams
- Line management in-house site team
- Assist in ensuring building systems/assets are maintained and required records are kept

Progression to C3 will be subject to evidence that the following competencies can be successfully met:

- Oversee the activities of all external contractors and ensuring compliance as required
- Plan for an effective response to emergency call out
- Responsible for the management of all academy lettings
- Manage fault reporting via the Trust compliance system (Every)
- Line management of Site and Cleaning staff
- Lead on the planning, development and organization of relevant academy systems and procedures
- Responsible for producing, sharing and reviewing risk assessments for operations completed by site, cleaning teams
- Responsible for ensuring building systems/assets are maintained and required records are kept
- Responsible for the assessment of security risks to the academy and the arrangement for regular security checks to be undertaken

## **Personal Responsibilities:**

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

## Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.**

**Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.**

## Person Specification Site Manager C1-C3

Criteria	Essential/ Desirable
Qualifications	E/D
• Appropriate qualification/s and/or significant experience in field.	E
• Full, clean driving licence.	E
• Further or higher education qualification/s in related field/s.	D
• MiDAS held or be willing to undertake appropriate training if needed.	D
Knowledge and Skills	E/D
• Ability to build and form good relationships with students, colleagues and other professionals.	E
• Ability to work constructively as part of a team, understanding academy roles and responsibilities including own.	E
• Ability to improve own practice/knowledge through self-evaluation and learning from others.	E
• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	E
• Good standard of numeracy and literacy skills.	E
• Ability to absorb and understand a wide range of information and deal with confidential issues appropriately.	E
• Must have a good knowledge of all aspects of Health and Safety.	E
• Ability to operate a range of ICT equipment and other specialised resources.	E
• Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.	E
• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety, including COSHH.	E
• Knowledge and understanding regarding Safeguarding, Child Protection and Prevent.	E
• Working knowledge of establishing and reviewing development plans and risk assessments.	D
• Working knowledge of construction/building regulations.	D

• Working knowledge of stock control for cleaning materials, including the ordering process.	D
• Familiar with EVERY	D
• Management and development of an effective team	D
<b>Experience</b>	<b>E/D</b>
• Initiative and ability to prioritise one's own work.	E
• Able to follow direction and work in collaboration with line manager and leadership team.	E
• Able to work flexibly to meet deadlines and respond to unplanned situations.	E
• Efficient and meticulous in organisation.	E
• Ability to reach and bend, and to carry out some heavy lifting.	E
• Able to work evening and weekends and attend out of hours emergencies.	E
• Desire to enhance and develop skills and knowledge through CPD.	E
• Commitment to the highest standards of Child Protection and Safeguarding.	E
• Recognition of the importance of personal responsibility for health and safety.	E
• Commitment to the Academy's ethos, aims and its whole community.	E
• Experience of a relevant trade e.g. electrical, plumbing, construction.	D
• Experience of working in a school or similar establishment.	D
• Experience of managing/developing a team	D
<b>Continuous Professional Development</b>	<b>E/D</b>
• Evidence of commitment to Continuing Professional Development	E
<b>Other Conditions</b>	<b>E/D</b>
• Enhanced DBS Clearance	E

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