



Job Description

Post Title: Site Manager

Pay Scale: Grade 7

Responsible to: Trust Estates Manager

Main Purpose of the Post:

- To oversee the day-to-day running of the Academy, ensuring the teaching and learning environment is clean, safe, secure and well maintained through the provision of a proactive, responsive and efficient facilities management service.
- To manage the cleaners and caretakers ensuring all aspects of the work conducted are of a high quality.

Principal Accountabilities:

- Responsible for the routine and non-routine opening and closing of the premises.
- Report to the Trust Estates Manager any trespass, theft or unauthorised parking of vehicles on the premises.
- Responsible for the recruitment of new cleaning and Site Facilities Officer staff and oversee their induction training.
- Organise staff rotas for cleaning and Site Facilities Officers.
- Ensure regular inspections of site plant and machinery to British Standard Regulations.
- Ensure that the security of the Academy at all times in line with the Academy's Safeguarding & Child Protection Policy.
- Assist the Trust Estates Manager in drawing up an annual planned preventative maintenance programme (including estimated costings), outlining priorities for the maintenance and development of the site and to ensure the plan is implemented.
- Consult with other site users and appropriate external agencies to determine priorities.
- Supervise any building works, repairs and replacements when possible within 24 hours of detection and ensure legal requirements are met and work is carried out to a high standard.
- Undertake the regular checking and testing of the fire alarm warning system sounders in line with the Health & Safety manual, recording the event and any issue arising.
- Test emergency lighting and recording results when necessary.
- Undertake regular checking and recording of the condition and safety of tools and equipment in line with the Provision and Use of Work Equipment Regulations.
- Monitor and maintain the heating and lighting of the premises, including necessary frost precautions, and report system failures to the Senior Site Manager when necessary.

- Ensure the satisfactory maintenance and repair of equipment and ensure adequate stocks of materials are maintained.
- Responsible for the cleaning of the whole Academy and ensure that all cleaning equipment/materials are maintained in a clean, safe and efficient working order.
- Receive Academy deliveries and arrange storage and delivery to the appropriate departments.
- Carry out minor maintenance repairs when necessary.
- Arrange, organise and carry out minor refurbishment works when appropriate.
- Admit contractors onto the premises and direct them to their job location following the Academy procedures for admitting visitors and child protection.
- Supervise and assist the work of the Site Facilities Officers and cleaners, completing claim forms and other paperwork when necessary.
- Liaise with the Senior Site Manager regarding private contractors, ensuring all work is carried out to a satisfactory standard and all equipment and materials are secure and handled in a responsible manner.
- Ensure that all external areas, paths and drives remain free from litter and hazardous materials and that all drains and gullies are free flowing and clean when necessary.
- Clear pathways of snow and apply salt when necessary and keep adequate records of this action.

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Knowledge, Skill and Experience:

- Building and/or trade qualification.
- Health and Safety qualification.
- Full driving licence.
- Effective writing skills.
- Experience in BMS systems.
- Effective lifting and handling skills.
- Knowledge of safe working methods used in accordance with COSHH
- Possess an understanding of the Provision and Use of Work Equipment Regulations
- Knowledge of alarm/CCTV systems and heating systems

- Experience of managing and supervising staff.
- Able to undertake routine repairs, maintenance and service activities.
- Able to assess Health and Safety risks associated with the site.
- Previous experience in an educational environment.
- Have a clear understanding of cleaning standards.
- Have an awareness of building regulations.
- Effective and efficient IT skills, including email.
- Good interpersonal and communication skills to deal with a multitude of people.

Creativity and Innovation:

- Identify solutions in respect of repairs, including those raised by colleagues.
- Able to assess security and Health and Safety issues and take appropriate action.
- Work to Multi Academy Trust policies and procedures as stipulated in the Academy Handbook.

Decision-Making:

Discretion:

- Manage own workload to ensure the effective administration of site management in the Academy.
- Use discretion when to seek advice from line management or call emergency services.
- Respond to on the spot incidents requiring immediate attention/decisions on and off the Academy premises and/or without direct contact with a Senior Member of Academy Staff.

Consequences:

- Positive impact on the quality, security, safety and well-being of the school community.

Contacts and Relations:

- Contact on a daily basis with Executive Principal, Senior Leadership Team, Academy Staff for the exchange of information.
- Contact on a daily basis with students and parents.
- Contact with Line Manager and Senior Leaders to raise issues and report information.
- Contact with trade unions and external agencies, including the Local Authority and service-level agreement providers.
- Contact with members of the public regarding Community Lettings.
- Contact with members of Ganton Staff.

Responsibility for Resources:

- External and internal keys.
- Alarm fob to the site.

Working Environment:**Work Demands:**

- Work arrangements are normally planned but are interrupted subject to staff/student needs.

Physical Demands:

- Work requires substantial physical effort associated with working at heights, use of equipment, bending, moving and handling, e.g. taking in stock and moving furniture.

Working Conditions:

- Work includes significant amount of outside work, in varied temperatures and there is the likelihood of dealing with bodily fluids and excessive amounts of dust.

Work Context:

- Some risk to personal safety when using maintenance equipment.
- Work is undertaken in a school environment and may be subject to challenge from parents and students.

Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible:

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature