



Bath & Wells Multi Academy Trust	
Job Title:	Site Manager
Location:	St Saviour's Infant School St Saviour's Junior School
Salary Range:	11-16
Reports To:	Executive Headteacher
Full/Part time:	Full time

The Aim of The Bath & Wells Multi Academy Trust:

To ensure that every school within the Trust provides an outstanding education for every child, rooted in its distinctively Christian ethos.

Bath & Wells Multi Academy Trust Mission Statement: John 10:10 'That they may have life, life in all its fullness'

The Bath & Wells Multi Academy Trust's mission is to provide an education which is life-enhancing for every child. We promise an experience which is lovingly inclusive to all pupils.

Job Purpose

To ensure the school's buildings and furnishings are safe, secure and maintained to standards defined by the school and Health and Safety legislations and determined by the SMT and governors of the school. To plan, organise and inspect all works relating to the general site management ensuring that the school's accommodation is fit for purpose and available as required.

Main responsibilities and duties

- To manage and supervise all caretaking, building repair and maintenance, janitorial and cleaning services.
- To record, investigate and report findings and/or recommendations to the Head Teacher/Senior Management Team relating to all accidents at work.
- To identify and provide appropriate and regular training to site personnel in safe working practices, handling of equipment, machinery, chemicals and materials and manual handling regulations.
- To advise the Head Teacher and the relevant governors' as to the maintenance, upkeep and development necessary within the school.
- To plan, specify and programme work related to the internal site maintenance and repair, responding to repair requests and bids; retaining records and budgetary records, including emergency repairs and signing off contractor's work and related invoices.
- To specify work, supervise and direct the grounds maintenance contractors.
- To assess and monitor contractor services on-site against agreed specifications, reporting to the Senior Management Team matters of concern regarding standards of work.
- To be responsible for the overall security of the site and to arrange for the locking of the site following end of use and to provide appropriate levels of security (e.g. out of schools hours) for lettings and other related activities, including the setting of the alarm system and responding to call out by the police.



- To ensure that the maintenance and servicing of heating, its operation and monitoring heating requirements as necessary.
- To make appropriate arrangements for the collection of school waste.
- To respond to delivery of and ensure adequate supply of materials and equipment; approve and sign for deliveries; to arrange for internal distribution.
- To advise Business/Office Manager of identified major repairs and maintenance requirements outside agreed service specification/limitation.
- To monitor all contractors and own work groups to ensure best value, and to assess and propose alternatives to improve the quality/cost effectiveness of the service.

Supervision and Management

The post holder will often be required to work without direct supervision due to the times of work and/or nature of duties.

The post holder will supervise and direct all caretaking, cleaning, janitorial and grounds personnel on site and jointly supervise contract personnel working on site.

Problem solving, creativity and Decision Making

Identifying and responding to any problems arising from machinery and equipment breakdowns, or any other incidents occurring during and out of school hours. Making appropriate arrangements for repairs to be carried out, as authorised by the Headteacher and responding in line with agreed school policies and procedures.

The post holder will have control of budgets relating to the maintenance of the buildings and grounds of the site, including cleaning materials, minor building and repairs works, fixtures and fittings and general maintenance.

Making appropriate arrangements for repairs to be carried out, as authorised by the Headteacher responding in line with agreed school policies and procedures.

Identification of and responding to health and safety hazards throughout the school premises.

Key Contacts and Relationships

Regular contact with the headteacher, Senior Management Team, staff and students of the school. Additionally, the post holder may have regular contact with parents, other site users (lettings), contractors and other delivery services.

Regular contact with other such external bodies as to site maintenance and inspection forms part of the duties of the post holder.

Resources

Cleaning equipment e.g. buffing machine and chemicals will be used on a regular basis. A detailed and thorough understanding of operation and maintenance of the school alarm and heating systems will be required. Training and appropriate personal protective equipment will be provided.

Working Environment

Frequent physical effort, including walking around the site, lifting and carrying and occasional climbing of ladders within school and workshop environments. Handling and moving deliveries and portage of furniture and equipment may be required.

Occasionally will require some outdoor works in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.



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Some cleaning tasks and some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including clearance of vomit and excrement.

A physically demanding job where frequent handling techniques etc need to be deployed.



PERSON SPECIFICATION

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Location:	

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> • Minimum level 2 qualification in relevant subject. • Experience of working using health and safety procedures • Experience in the supervision and maintenance of premises • Health and Safety Qualified or willingness to undertake training • Approved certificates in the use of specialist equipment, (e.g. wood machinery, circular saws), or willingness to work towards • Previous relevant supervisory experience in a senior caretaking or related post 	<ul style="list-style-type: none"> • Managerial experience and qualification • Experience of working within a school
Knowledge	<ul style="list-style-type: none"> • Knowledge of Health and Safety legislation • Good knowledge of building and associated trade • Detailed knowledge and understanding of and be able to advise, guide and apply the statutory requirements of risk assessment and avoidance, the manual handling regulations and the handling of hazardous chemicals (COSHH) 	
Skills and Abilities	<ul style="list-style-type: none"> • Ability to use discretion • Ability to plan and priorities work • Self-motivated and ability to use initiative to deal with situations • Ability to work in an organised manner • Ability to maintain confidentiality • Ability to undertake physical work 	
Work-related Personal Requirements	<ul style="list-style-type: none"> • Willingness to help • Flexible approach to work 	

I agree that I have read the job description which is a fair and accurate statement of the requirement of the position:

Job Holder: Date:

Line Manager: Date:



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