



## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### SITE MANAGER

#### JOB DESCRIPTION

##### **JOB PURPOSE:**

To promote a culture of educational excellence, rooted in God's Word, enriched by the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### **JOB SUMMARY:**

1. Provide outstanding operational, facilities and estates management, ensuring a safe, compliant, efficient and well-maintained environment.
2. Under the direction of the School Business Manager, provide effective operational coordination and supervision of the site staff and cleaning teams.
3. Contribute operational insight to support the School Business Manager in the planning and future development of the school site.

#### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

##### **Main Tasks**

1. Under the direction of the School Business Manager, provide day-to-day line management of site staff, including deployment, performance management and record keeping.
2. Support the Trust Capital and Estates team as required, on capital projects, operational and compliance matters.
3. Provide the site team with guidance/coaching as needed to ensure they can perform the tasks efficiently and safely.
4. Be responsible for the security of the premises and its contents (including the operation of fire and intruder alarms and key holder responsibilities).
5. Be responsible for the day-to-day management of mechanical and electrical equipment within the premises (including basic maintenance and operation of plant).
6. Carry out handyperson duties, including painting and minor repairs as and when required, reporting building defects to the School Business Manager.
7. Monitor and support the daily delivery of cleaning services provided by external contractors, ensuring that the premises and furnishings are cleaned and maintained in accordance with the Trust and school's standards, reporting concerns and supporting corrective actions through the School Business Manager.
8. Maintain site and compliance records within the Trust's health and safety compliance system, ensuring documentation is accurate, current and available to support the School Business Manager.

9. Identify and suggest opportunities for improving safety, efficiency, sustainability and operational practice to support the School Business Manager's objectives.
10. Maintain awareness of statutory compliance requirements and promptly report any risks or gaps and support the School Business Manager in ensuring remedial actions are implemented.
11. Liaise with catering providers on operational site matters such as kitchen equipment, deliveries and access arrangements.
12. Act as the first operational point of contact for contractors, coordinating access and reporting outcomes to the School Business Manager.
13. Oversee the appropriate supply levels, and safe storage and working condition of cleaning and other site equipment.
14. Oversee the routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
15. Work with the Business Manager to manage the CCTV system and cameras, ensuring that the CCTV policy is followed.
16. Carry out security and gate duties when required, to ensure the safe entry and exit of vehicles and children each day.
17. Coordinate operational site readiness for lettings and community use in accordance with arrangements agreed by the School Business Manager and the lettings company.
18. Directly contact the appropriate services in the event of the following emergencies: fire; flood; lockdown, break-in; vandalism; accident, etc.
19. Support the School Business Manager in inducting new members of staff in health and safety procedures. e.g. security of valuables, lockdown, fire practices etc.
20. Support the Business Manager on all aspects of Health and Safety (including sitting on the Health and Safety Committee as required) and Fire Safety and keep relevant files and paperwork.
21. Work collaboratively with the Principal and the School Business Manager on the Building Development Plan and relevant sections of the School Improvement Plan; and other duties arising from the use of the premises, or any other reasonable requests from the Trust.
22. Support the Business Manager on the review and implementation of risk assessments.
23. Be responsible for the upkeep of the school minibuses, ensuring that relevant documentation is held in accordance with Trust policy.
24. On occasion, drive the school minibuses to local venues.
25. Accept deliveries of stores, materials and other goods and convey to appropriate storage areas.
26. Carry out portage of items such as furniture and equipment as required, including setting up the school hall for assembly and school events.
27. Emergency cleaning as required i.e. as a result of an accident, sickness, vandalism (may be required to clean critical areas e.g. toilets).
28. Carry out any additional duties deemed necessary by the Principal and School Business Manager.
29. Carry out the above duties in accordance with the Equal Opportunities Policy.

## **2. General**

- 2.1. Follow Trust and school policies and procedures (including operational standard operating procedures).

- 2.2. Attend management and operational meetings as required.
- 2.3. Attend skill training and participate in personal/performance development as required.
- 2.4. Support the School Business Manager on the preparation for audits and compliance inspections.
- 2.5. Take care of own and other people's health and safety.
- 2.6. Be aware of the confidential nature of issues.

### **3. Other Responsibilities**

- 3.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 3.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 3.3 Contribute to the wider life of the Trust and the Star community.
- 3.4 Carry out any such duties as may be reasonably required by the Trust.

### **4. Records Management**

- 4.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



Star

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### PERSON SPECIFICATION

Assessed by:				
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	Full clean driving licence.	E		✓
<b>KNOWLEDGE</b>				
2.	An understanding of the main Health and Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment.	E	✓	
3.	A knowledge of procedures associated with the recruitment, supervision and training of other employees.	D	✓	
4.	Understanding of operational site coordination within a school environment.	D	✓	
<b>EXPERIENCE</b>				
5.	Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handyperson.	E	✓	✓
6.	Experience of keeping work records.	E	✓	✓
7.	Previous experience using ICT systems (using the computer to access TRM, e-mails, school communication system etc.) or have the willingness to be trained.	D	✓	✓
8.	Experience of coordinating contractors and supporting operational delivery of site services.	E	✓	✓
9.	Experience of maintaining compliance records using digital management systems.	D	✓	✓
<b>SKILLS &amp; ABILITIES</b>				
10.	Ability to undertake a range of caretaking and cleaning duties.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
11.	Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date.	E	✓	✓
12.	Ability to act on own initiative, dealing with any unexpected problems that arise.	E	✓	✓
13.	Demonstrate good inter-personal skills and communicate with a range of people.	E	✓	✓
14.	Ability to provide high quality supervision, guidance and support in relation to cleaning standards.	E	✓	✓
15.	Ability to inspect and record the work of others.	E	✓	✓
16.	Ability to work effectively and supportively as a member of the site team and school staff body.	E	✓	✓
17.	Ability to contribute constructive ideas for future site improvements.	E	✓	✓
18.	Ability to demonstrate commitment to Equal Opportunities.	E	✓	✓
19.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
20.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
21.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
22.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
24.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
25.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and Christian ethos of the Establishment.	E	✓	✓