

Job description

Frances Bardsley Academy for Girls and The Bridge are part of the LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE family who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Site Manager, Frances Bardsley Academy for Girls & The Bridge
Grade	PO3.32 – PO3.35
Contract	Permanent
Hours	Full Time 36 hours, 52 weeks
Reports to	Operations Manager, LIFE Education Trust
Job Purpose	
	<p>To be responsible for the daily management of the schools' estate, meeting the security and maintenance needs of the schools.</p> <p>Ensuring the schools comply with all current legislations relating to site safety and management.</p> <p>To promote and participate in achieving:</p> <ul style="list-style-type: none"> - the most efficient and economic use of the schools' premises, facilities, plant, equipment and materials, - a culture of excellence and continuous improvement for estate practices and standards.
Liaison with	
	Operations Manager, Site Team (including cleaners), Joint Headteachers, Lettings Manager and other colleagues as appropriate, users of the premises, the public, contractors, and other agencies.
Site Maintenance Duties	
	<p>Provide safe, appealing and well maintained education environments. Through good planning and prioritisation, minimise disruption to teaching and learning.</p> <p>Principal Tasks</p> <ul style="list-style-type: none"> • Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works using SmartLog. • Maintain all furniture, fittings, equipment, tools and plant in a safe and good condition, liaising with external suppliers and services where necessary. • Liaise with the Operations Manager in the preparation of maintenance and capital expenditure project / work plans, liaise with contractors and be their main point of contact. • Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work. • Supervise and direct the members of the site team.

	<ul style="list-style-type: none"> • Undertake routine inspections of the site including daily maintenance checks. • Maintain computerised record of all regular checks undertaken. • Responsible for heating and lighting systems throughout the premises, arrange to remedy any problems and to participate in cost saving projects. • Undertake and document a termly risk assessment of the whole site and other periodic risk assessments / health and safety checks as directed by the Health & Safety service. • Be aware of the location of essential services including water isolation valves, fire points, drainage systems, and gas and power supplies. Maintain a detailed plan showing the location of these. • Regularly inspect all drains and gullies to blockages remedying as necessary. • Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.
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Fire and Security

	<p>As the designated Fire and Security Officer ensure that all systems are regularly maintained and tested , appropriate records kept and all related policies and procedures are reviewed and updated as necessary.</p> <p>Principal Tasks</p> <ul style="list-style-type: none"> • Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems. • As a primary keyholder be prepared to attend out of normal working hours as and when required. • Ensure internal security procedures are adhered to: reporting any issues to the Operations Manager. • Regularly walk round all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate colleague. • Test the alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration, change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs. • Maintain the Fire Risk Assessment, updating where appropriate and resolving any issues. • Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations. • Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board.
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Health & Safety

	<p>Through good estate management maintain a safe, compliant estate.</p> <p>Tasks</p> <ul style="list-style-type: none"> • Ensure the estate complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records. • Participate in the continuing development of robust, transparent health and safety systems and procedures. • Support health and safety training initiatives and deliver components where appropriate. • Commit to the growth and maintenance of a positive risk management culture within the schools, assisting colleagues where necessary. • Ensure all members of the site team follow health and safety procedures
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Cost Effectiveness	
	<p>Contribute to the schools' objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site and to participate in developing community opportunities.</p> <p>Tasks</p> <ul style="list-style-type: none"> • Manage, schedule, and monitor the use of heating, lighting and other mains services to all areas of the site. • Participate in the day to day operation of the dining facility working closely with the external catering management team to ensure efficient and safe systems are in place.
Portering	
	<p>Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected.</p> <p>Tasks</p> <ul style="list-style-type: none"> • Transfer goods and materials delivered to the school to appropriate locations around the school site; assist with assembly of goods received where necessary and report any defects. • Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, events and lettings.
Cleaning and Welfare	
	<p>Participate in and ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.</p> <p>Tasks</p> <ul style="list-style-type: none"> • Main point of contact for cleaning operatives. • Ensure high standards are maintained, operatives efficiently employed and value for money achieved. • Manage refuse and recycling procedures and ensure relevant colleagues are aware. At least half-termly clean all bins to keep hygienic and deter pests and rodents. • Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds. • Carry out emergency cleaning as required. • Monitor supplies of cleaning materials.
Transport	
	<ul style="list-style-type: none"> • Supervise the servicing, checking and record keeping associated with the school minibus to ensure they are carried out to the required standard.
Administrative	
	<ul style="list-style-type: none"> • Prepare requisitions for goods, services and equipment repairs relating to facilities • Manage premises related budgets effectively • Ensure appropriate levels of site and lettings cover are available (especially during evening, weekend and holiday periods) • Provide written and verbal updates to the Operations Manager and Joint Headteachers as, and when, required • Attend and participate in relevant meetings
General	
	<ul style="list-style-type: none"> • Ensure appropriate levels of site and lettings cover are available (especially during evening, weekend and holiday periods) • To provide written and verbal updates to the Operations Manager and Joint Headteachers as, and when, required • The postholder may be required to attend and undertake tasks at other schools within the Trust in the event of need. • To undertake any training commensurate with the post.



Person Specification

Knowledge, skill and experience requirements

SITE MANAGER			
Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work independently and lead and supervise the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and young people	✓		Application & interview
The ability to apply ICT skills to the needs of the job	✓		Interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Knowledge			
A thorough understanding of health, safety and security issues and relevant legislation affecting schools	✓		Interview
An understanding of the various cleaning methods and techniques		✓	Application & interview
A thorough practically based understanding of premises maintenance issues	✓		Application & interview
The know-how to assess and competently carry out minor repairs and maintenance	✓		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people	✓		Application & interview
Qualifications & Experience			
Willingness to successfully complete the range of training relevant to the job	✓		Interview
Certification of relevant health & safety training		✓	Application
GCSE at Grade C/ Grade 4 or above in English and mathematics or equivalent		✓	Application
Relevant certification of practical skills and knowledge		✓	Application
Between 3 and 5 years relevant experience as a site manager /school keeper / caretaker		✓	Application & interview