

# Site Manager

## CST Trinity Academy

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### Job Description

#### Position profile

Responsible to:	Assistant Head: Operations and Communications
Salary:	CST Payscale 36 to 38 (£39,298 to £41,357)
Start date:	3rd June or as soon as possible thereafter
Hours:	37.5 hours per week, all year round. 3 days a week, these can be 9.00 - 5.00 with earlier starts 2 days a week..

#### Purpose of the role

To ensure the effective and safe operation of the Trinity Academy site including grounds, buildings and facilities.

#### Responsibilities of the role

##### Security

- Ensure the security of Trinity Academy's buildings and grounds, and the safe and efficient operation of all Trinity Academy site facilities, including safeguarding students, staff, visitors and contractors as a priority at all times.
  - Development of procedures to secure Trinity Academy assets, including access control measures, keys and CCTV.
  - Regularly review arrangements for security, making recommendations to the Headteacher as needed.
  - Act as one of the key-holders for the sites, providing out of hours attendance in the event of alarm call or other emergency.
  - Liaise with external bodies e.g. Bristol City Council to ensure safe and effective operation of the site
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## **Facilities Management**

- Maintain and present Trinity Academy as a high quality and safe environment for the education of young people.
- Communicate effectively with all stakeholders to ensure Trinity Academy maintains and develops its high standing in the community and beyond.
- Ensure all maintenance requirements for the building are fully understood and implemented.
- Oversee the contract management for all building maintenance providers ensuring contracts are completed fully.
- Oversee an annual costed maintenance plan and ensure training is in place for other staff members as required. This will include accurate and compliant records of planned and actual maintenance activities and reporting thereon including medium and long term planning of projects to maintain high standards of facilities.
- Review maintenance requests raised by staff, ensuring remedial action is undertaken within a prompt and non-disruptive time frame bringing in external contractors where required.
- Manage a budget pertinent to site maintenance and operation. Purchase supplies to support site management and ensure value for money obligations.
- Oversee the cleaning operation of the school on a daily and longer term basis.
- Oversee the grounds maintenance contractors on a daily and longer term basis.
- Advise the AHT: Operations & Communications/Headteacher of faults to the buildings and timescales for remedial action.
- Manage and oversee the asset management process for fixtures and fittings, ensuring continued development of sites and facilities.
- Maintain suitable records of layouts and organisation of the school estate and an inventory of general use assets, fixtures and fittings.

## **Health and Safety**

- Ensure all statutory and health and safety obligations and compliance are met as required; maintain records of health and safety monitoring.
- Investigate and report accidents in line with procedures, and oversee appropriate action to prevent recurrence. Review reported accidents regularly with a view to identifying any potentially unsafe practices.
- Manage the installation and maintenance of equipment for protection against and escape from fire.
- Provide health & safety training and instruction to staff, and carry out health and safety audits in conjunction with other staff or outside bodies, including preparation of reports to be sent to governors and Trustees as required.
- Carry out risk assessment processes relevant to each school, including fire, disaster recovery planning and COSHH.
- Monitor all risk assessments ensuring they are fit for purpose and reporting on any errors or omissions.

- Monitor any potential for asbestos entering the building and ensure compliance with the principles surrounding the safe management of asbestos.
- Ensure compliance with legislation relevant to the safe operation of the sites (e.g. periodic fixed wire testing etc.) and maintain records of health and safety monitoring.

## **Energy Management**

- Monitor the level of energy consumption across the Trinity Academy site, consider ways to reduce consumption and ensuring that the school uses energy as efficiently as possible.
- Initiate energy saving initiatives wherever practicable across the school estate.
- Work with the SLT to ensure the school delivers on its BREEAM (Very Good) requirements.

## **General Operations**

- Present facilities for events by managing and co-ordinating requests from staff for facilities support (e.g. setting up for assemblies, parents' evenings etc.) and ensuring that the facilities are returned to normal use as soon as possible after such events.
- Support the AH: Operations and Communications / Headteacher to facilitate lettings, ensuring access to the site for external usage and appropriate systems and policies are in place for lettings to take place.
- Developing working patterns and rosters which make most effective use of site staff and meet the school's needs including lettings.
- Oversee the recruitment, induction, training and performance management of caretaking and grounds staff.
- Work closely and build strong relationships with the site staff and business manager at Stoke Park Primary School as well as with Trinity staff and the wider community.
- Support high quality display around the site.
- Arrange suitable maintenance of minibuses in line with statutory and contractual obligations and monitor their proper use, ensuring record keeping is in place, training is provided and policies are adhered to.
- Ensure the site remains open as far as is practicable particularly in times of inclement weather, by co-ordinating snow and ice clearing operations.
- Manage the provision and organisation of car parking on and around the site, to ensure ease of access and egress at the site for all users and the safe operation of the site.
- Responsibility for safeguarding and promoting welfare of children.
- Other duties which may arise from the use of Trinity Academy's facilities.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.