**Site Manager Job Description and Person Specification**

**As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.**

**All staff will:**

* play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example.
* fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* model Hartsdown values to parents and students
* be positive, dynamic and challenging in all aspects of work
* foster the school’s inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* share direct accountability for the establishment of Hartsdown as an outstanding school
* take responsibility for their own learning and development
* develop the skills and talents of other members of the community
* ensure their own well-being and that of others by establishing an appropriate balance between life and work
* play an active part in the life of the school and its community
* develop social cohesion and positive links with the whole of our local community
* adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* agree annual performance targets, with a view to own continuous improvement
* undertake any other duties that may reasonably be required by the Headteacher.

**GENERAL DESCRIPTION OF POST:**

To be responsible for the management and operation of site related functions and Health and Safety at the Academy and any other associated sites to ensure they are a safe environment for students, staff and visitors. To liaise with the Headteacher/Governing Body regarding the strategic planning for buildings maintenance and capital projects. To lead the site team and take a lead role working with building contractors.

Working hours may be subject to variation and call out at weekends; also unsociable hours will be necessary from time to time.

**Duties & Responsibilities:**

* Ensure that buildings and the site are secure, including during out of academy hours and taking remedial action if required
* Act as a designated key holder, providing out of hours and emergency access to the academy site
* Procure quotes for routine maintenance work on academy site
* Contribute to the management of the site budget, maintain a stock control system for all materials and keep a daily diary
* Be responsible for site staff and delegate work accordingly
* Oversee the operation and regular checks of systems such as heating, cooling, lighting and security (including CCTV and alarms)
* Take responsibility and undertake general repairs and maintenance around the academy site, internally and externally, including woodwork, decorating and repairs on furnishings and buildings – working from condition survey data/schedules
* Arrange emergency repairs
* Arrange regular maintenance and safety checks
* Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
* Undertake general portage duties, including moving furniture and equipment within the academy
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified
* Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
* Undertake the induction and instruction of site staff and provide regular health and safety updates/training
* Ensure adequate cover is available during own or other team members absence
* Facilitate lettings and carry out associated tasks, in line with local agreements
* Be responsible for all new works and projects throughout the academy and carry out all necessary work and design needed to achieve this. Keep records for reference and future planning.
* Organise timetables of work specific to projects, along with estimation of materials, labour and full costings. Timetables of work must be arranged with consideration given to staff and students.
* Communicate with contractors and suppliers to obtain costings and work schedules, working within the boundaries of the academy finance policy
* Monitor the effectiveness of the cleaning contract with the external provider, ensuring cleaning service of the academy is to the required standard
* Complete regular risk assessment sheets
* Arrange and monitor contracts for the removal of waste from site

**Line Management of:**

* Assistant Site Manager
* Site Apprentice(s)
* Cleaners

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. The duties contained in this JD will change over time and the job-holder will be expected to cooperate where such changes are reasonable

March 2017

**Person Specification**

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

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|  | **CRITERIA**  |
| **EXPERIENCE** | * Previous relevant experience including supervisory experience and budget monitoring
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| **SKILLS AND ABILITIES** | * Use of wide range of machinery/equipment
* To organise others and own workload in order to achieve the job
* Ability to identify changes required to work routines and act upon them in liaison with site team
* Ability to maintain accurate and timely records as required by the role eg contractors’ schedules, etc.
* Ability to deal with everyday problems and to identify which problems should be referred to Headteacher
* Ability to monitor job activities as required by the role
* Ability to understand information and advise and liaise with others accordingly
* Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate
* Has written and numeric skills in order to complete more detailed records and reports
* Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.)
* Ability to communicate using information technology as required for the role
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| **KNOWLEDGE** | * Knowledge and expertise in maintenance, building and repair
* Knowledge of financial/ordering/monitoring procedures as required
* Knowledge of how own job fits into the activity and role of the area/site
* Knowledge of a range of other jobs in the area
* Understands and able to apply Health and Safety procedures relevant to the job such as:
* Manual handling;
* safe use of machinery and/or equipment;
* COSHH ;
* First Aid and Hygiene Practice;
* lone working procedures and responsibilities
* Able to recognise and to deal with emergency situations
* Will need to undertake training to keep knowledge up to date
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| **DEMANDS** | * Ongoing physical effort is required to push, lift, bend and stretch and to carry furniture, equipment and supplies and carrying out maintenance tasks.
* The post requires general awareness and sensory attention with periods of concentration for up to two hours whilst carrying out repair and maintenance work.
* There will be occasional work related pressure from conflicting work demands with some deadlines and interruptions.
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| **WORKING CONDITIONS** | * Post holder is required to work outdoors for a considerable proportion of the working week in all weathers. Post holder may be exposed to disagreeable working conditions e.g. cleaning up bodily fluids, working in confined spaces or with unpleasant/hazardous materials and exposure to dirt, dust and noise from machinery and equipment.
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