
Sandringham School

Job Description



Job Title: Campus Manager
Accountable to: Headteacher through Julia Shaw (Business Manager)
Accountable for: Site Operations
Hours: 37 hours, 52 weeks a year
Salary: H8 - £27,067-£29,652 pa (from April salary increases to £27,608-£30,245)
Start Date: 1st January 2019

Background

The core work of the Campus Manager will be driven by Julia Shaw, Business Manager.

Core Accountabilities

- Overseeing all aspects of campus operations and developments
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Key Tasks

Main purpose of the job:

- The provision of effective and efficient management of the school site and grounds, including building fabric, service installations, energy/environmental management, health and safety, to enhance the learning environment for staff and students
- To manage the team of site staff, in a clear, positive and purposeful manner. This will include the monitoring and evaluation of the work of the site management team, taking actions as appropriate
- The development and delivery of all site related functions to a high quality standard.
- The management of all premises related contracts and services
- To ensure compliance with relevant legal and statutory health & safety matters
- Management of the building maintenance budgets and ensuring value for money
- Implementing the development plan for the site and managing major and minor campus projects
- Management of security matters, acting as key holder

Main Duties and Responsibilities:

Management

- To supervise and lead the site team and establish appropriate work patterns, targets and schedules, distributing tasks according to skill and availability. To ensure the site is staffed at all times including during holidays and periods of sickness absence
- To assist in the recruitment and selection procedure for site management staff
- To co-ordinate training for site staff maintaining log and ensuring compliance to health and safety regulations
- To participate as facilitator in staff training programmes and to undertake their performance management
- To organise appropriate cover for the use of school premises outside normal hours, including emergency callouts. To manage overtime duties related to the use of the premises outside normal working hours and to establish equitable patterns of overtime work for all members of the team
- To manage the duty rota for the site team, being responsible for allocation of workload, attendance, time keeping, authorisation of overtime, recordings of sickness and absences and dealing with disciplinary issues

Buildings

- To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that there is an appropriate system of key holding management, that periodic reviews of site security are conducted and that appropriate progress action is followed through

- To take the overall responsibility for monitoring the cleaning standards achieved and to take action to rectify substandard performance. Liaise with head caretaker to ensure that cleaning is at required high standard
- To undertake regular inspections of the premises, to determine the need for repair and maintenance work and arrange (with the site team) maintenance tasks. To keep appropriate documentation, record repairs and liaise with school administration over completion and payment
- To be responsible for the management of day to day responsive and planned building maintenance, liaising with contractors, organising and supervising work
- Maintain and manage a schedule of works to ensure that the site is kept operational. Prioritise work as appropriate which will include planning, producing and formulating schedules/programmes of work, liaise with Business Manager to produce and formulate schedules/programmes of work
- Manage capital projects from conception to completion which will include commissioning and managing contractors and maintaining high standards of workmanship
- To prepare, with the Business Manager, long and short term plans for maintenance, repair, redecoration and improvement of the school premises, and classroom furniture repair/replacement
- To be responsible for the effectiveness of and maintenance of all heating and service installations
- To be the school link with all contracting staff. To be responsible for the overseeing of any premises related project. To monitor progress and completion of all projects: drawing up outline specifications, obtaining quotes, liaising with surveyors, architects, etc. To ensure contractors have a copy of the relevant asbestos survey and have signed the acceptance form
- To manage the asbestos survey and requirements
- To be responsible for liaison with all appropriate authorities regarding rating, sanitation, water, electricity, gas, planning, building regulations, and environmental health
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- To ensure the appropriate collection and disposal of waste
- Oversee maintenance of school swimming pool, ensuring that testing and maintenance activities are carried out effectively by caretaking team
- Be responsible for implementation and recording a robust risk management programme of Legionella, including risk assessment and testing/monitoring
- To monitor energy costs and water consumption to ensure efficiency
- Prepare budget plans of future use and report to the Business Manager. Make suggestions to the Business Manager on matters relating to energy control and conservation.
- To meet on a regular basis with the Business Manager and provide a report on current building issues with reference to the Plan for School Improvement
- To manage the requirements and compliance with the Disability Discrimination Act and the action plan
- To update and maintain the school travel plan ensuring compliance

Grounds

- To ensure that the ground maintenance works are fully completed and management of contractors
- To ensure that the grounds are appropriately planted to provide a year round display
- To be responsible for the condition of the school's fences and gateways and to take action to repair, maintain and improve the perimeters
- To establish working patterns that ensures that the schools' grounds are always clean and tidy and provide an excellent environment
- Oversee maintenance of the 3G pitch and assist in the scheduling of sports hall assistants to ensure appropriate cover for evening bookings
- Maintain accurate records of usage of 3G pitch in accordance with the framework laid out by the pitch installation company

Health and Safety

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person

- To be the Health and Safety representative for the school and take an active role in assisting with implementation and review of the school's health and safety policies
- To monitor the site to ensure that the Health & Safety Guidance is adhered to and to establish safe working practices, ensuring that the appropriate clothing is worn at all times and risk assessments completed
- To look after all health and safety records, ensuring all relevant paperwork is maintained and available and adhered to as required
- To carry out Annual Safety Inspections of all school premises
- To ensure the Fire Alarm system, escape routes, fire extinguishers, & emergency lighting are checked and records kept and organise the fire drills
- To be responsible for maintaining fire safety in line with fire safety regulations
- To ensure that all staff use equipment, machinery and cleaning materials in an appropriate manner and that accidents at work are reported to the Business Manager
- To be a member of the Health and Safety Committee and attend Governor meetings as required

Finance

- To prepare draft premises budgets for approval by the Business Manager
- To manage and monitor all premises budgets and make regular reports to the Business Manager
- To ensure that all contracts and orders are places in accordance with the school's financial regulations
- Be mindful of best value at all times and discuss funding issues with the Business Manager

Lettings

- To manage and operate systems of staffing cover for lettings and other community usage of the premises
- To advise on the security of buildings during periods of lettings and to ensure appropriate car parking and heating arrangements are made to meet lettings demands
- To be responsible for the development of all school facilities for out-of-school use
- Ensure that lettings are carried out as per letting agreement and monitor site to identify any breach by hirers
- Actively promote the hiring of the school facilities and work with campus team to ensure that hirer needs are accommodated
- Management and liaison with hirers to set up new hirers and to handle changes to bookings
- Work with Finance Manager to ensure that hirers are invoiced appropriately for use of the school's facilities

Minibus

- Manage the school minibus fleet ensuring that all the necessary checks have been undertaken
- Co-ordinate cleaning of buses by site team

General

- To prepare termly reports on all matters relating to the site for presentation to the Local Governing Board
- To assist with and participate in staff training programmes
- To undertake such other duties related to campus operations appropriate to the post, as assigned
- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To research new products, laws, materials, equipment, supplies, regulations, etc. for the purpose of recommending purchases, contracts and maintaining high standards

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.

Person Specification

- Evidence of managing complex demands with a high degree of customer satisfaction (E)
- Ability to understand the operation of heating, electrical systems and control devices (E)
- Knowledge of the main requirements of health and safety legislation and good practice relevant to the post (E)
- Flexibility and sensitivity to the needs of a wide range of users (E)
- Evidence of a strong commitment to the school as the centre of its community (E)
- Good interpersonal skills to promote good working relationships between estates staff, external consultants staff and students (E)
- Understanding of financial management and budgetary control strategies (E)
- Ability to plan several steps ahead to ensure long term goals, objectives and strategies are met (E)
- Ability to provide clear oral and written communications (E)
- Ability to work to tight deadlines and to take responsibility for meeting agreed targets (E)
- Ability to work on own initiative and to be proactive (E)
- Commitment to continuing professional development (E)
- Willingness to work flexibly, as and when required (E)
- Proficiency in the use of Microsoft Office Word and Excel skills (D)

Appropriate professional appearance and dress is required at all times.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment