



Park Vale
Academy

Site Manager Job Description

Job Title:	Site Manager
Salary level:	The Redhill Academy Trust Band 10, Scale Point 46-50 £26,229 to £28,952
Location:	Park Vale Academy
Hours of Work:	37 hours per week (working pattern to be negotiated) Full-time, all year round
Responsible to:	Operations Manager
Post Objective:	To be responsible for hard and soft services in managing the school's facilities as well as all daily duties and responsibilities connected with the fabric and grounds of the school. The role will also involve working with the facilities management partner company as part of the PFI contract.

Main Duties and Responsibilities:

Organisation & Management – Staff

- Management and supervision of the school's site team as well as monitoring the work of contractors on site.
- Meet regularly with the Operations Manager and ensure effective communication within the site team.
- Distribute tasks within the Site team according to skill level and availability.
- Carry out Performance and Development Reviews for staff.

Health and Safety

- Check site regularly for any potential H&S issues, taking corrective action where necessary and advising senior leadership on such actions.
- Keep accurate records for fire safety checks as per OCC Fire Safety Folder.
- Keep accurate records of water safety checks as per OCC Water Safety Folder.
- Complete risk assessments as required, taking corrective action where necessary.

- Play a prominent role on the school H&S Committee, maintaining all H&S documents.
- Undertake any other site related H&S work as required.
- Ensure compliance to statutory regulations including, but not exclusive to, asbestos, PAT and legionella testing.
- Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt etc.

Site Management

To assume responsibility for, and undertake/delegate the following as appropriate, between the site team:

Heating

- Regular maintenance of the system functions, regularly checking heating systems with due regard to appropriate safety requirements.
- Ensure the boiler plant equipment, including heater cabinets, is cleaned and maintained in accordance with the specification and report faults.

Internal Maintenance

- Report all defects which require specialist repair, inspect electrical fittings and report defects as required.
- Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches etc., as required.
- Ensure repairs to fixtures and fittings – desks, tables, chairs, lights – as appropriate.
- Order and take delivery of materials to deal with repairs mentioned above.
- Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from Operations Manager.
- Carry out minor works in order to improve the site as required by the Operations Manager and Board of Governors.

External Maintenance

- Maintain and manage a schedule of works to ensure that the site is kept operational, prioritising and delegating work as appropriate.
- Ensure completion all repair and maintenance tasks within capability as promptly as possible being aware of pressures within the school.
- Ensure accurate records are kept of all work carried out and liaise with the school Operations Manager over prioritising work to be done.
- Procure contractors for larger maintenance tasks in liaison with the school Operations Manager. Monitor the work undertaken.
- As required by the Operations Manager, ensure graffiti is removed/obscured.
- Assume responsibility for waste management within the school, ensuring an effective and healthy operation.

- Ensure repairs to all fences, gates, walls, steps, lights etc., delegating to the Grounds and Landscape worker where appropriate.
- Maintain cleanliness and general tidiness of all external hard areas.

Facilities Development

- Review the development of the school site, regarding efficiency, whole life cost and constant enhancement of the site.
- Under the direction of the Operations Manager and Headteacher, construct and present plans for development of the school's facilities.
- Analyse space and plans, procure the drawing of plans.
- Act as project manager on all school developments, overseeing and maintaining responsibility for the work of contractors on site.

Lettings Management

- Comply with instructions received from the Operations Manager concerning letting procedures and carrying out as per lettings agreement.
- Where requested by the Operations Manager, be on site during the course of lettings to give any assistance to the hirer of the facilities hired.
- Ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting.
- Carry out as required by the Operations Manager any necessary cleaning of areas within the letting agreement and car parking duties.

Security and Associated Duties

- Carry out security procedures for school buildings and grounds.
- Organise the opening and closing of premises, including gates, doors, windows, fire exits etc., for the purpose of school use, lettings, out of hours functions, maintenance and emergency services.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Be aware of, and report as necessary, security issues both during normal opening hours and out of hours.
- Attend to intruder alarms out of hours, liaising as necessary with the emergency services, including calling out of emergency services as required.
- Reporting acts of vandalism to the Operations Manager and/or Police as necessary.
- Be the main key holder for the school site.

Budget Management

- Manage the maintenance budget in line with the school's finance policy and liaise with the Operations Manager regarding the Capital Works budget.
- Be mindful of best value at all times and discuss funding issues with Operations Manager.

General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

I,, accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): Date:

Signed (Senior Manager): Date: