Job Description

Post: Site Manager

Purpose

To manage an effective and efficient site support service to support with teaching and learning and ensure strong educational outcomes for students.

To ensure that the highest standards for health, safety and security are maintained at all times in order to provide a safe environment for teaching and learning to take place. This includes making sure that the academy health and safety requirements (including risk assessments and statutory legislation) are met.

To manage the site staff and cleaning staff to ensure efficiency and service delivery.

To lead on the provision of excellent customer service.

Duties and Responsibilities

* Ensure the academy complies with current legislation in terms of building management; health and safety; statutory testing of systems and equipment; and that related record keeping is up to date.
* Manage the selection, evaluation and monitoring of external contractors.
* Manage projects including obtaining quotes; liaising with contractors and external agencies; and overseeing the project to completion.
* Devise and manage the academy's building maintenance programme.
* Take an active part in responding to requests for assistance from staff.
* Oversee security arrangements for buildings, facilities and grounds. This includes ensuring that security procedures (opening and locking up of the building and grounds) are undertaken to a high standard and that relevant staff are trained on this; dealing with alarm call outs outside normal working hours; liaising with contractors responsible for the provision of security equipment; and preventing unauthorised access, trespassing or parking of vehicles on the premises and grounds.
* Manage a schedule of service contracts ensuring that service level agreements represent best value and selected contractors perform in line with agreed standards.
* Ensure that the academy has a portfolio of risk assessments, safe working procedures and COSHH assessments which are added to and reviewed on an annual basis and are communicated to site staff.
* Ensure all risk assessments for trips are carried out in an appropriate time frame so that the trip is not compromised.
* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
* Maintain an inventory of all machinery, equipment and materials.
* Carry out complex administrative tasks e.g. maintaining records, information and data, and produce reports as required.
* Ensure appropriate records are maintained in compliance with legal requirements and that a central log of Risk Assessment and Accident Management for departments is in place.
* Assist with risk assessments for student trips, visits, work experience and work place assessments.
* Assist with all accident and near miss investigations and notify the Health and Safety Executive where required.
* Operate relevant equipment/IT packages (e.g. MS Office, internet, intranet, email, photography equipment).
* Maintain specialist equipment: check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others.
* Control and manage devolved budget in line with financial procedures.
* Maintain tidy and organised work spaces and storage areas.
* Provide specialist advice and guidance as required.
* Manage the deployment of site staff to ensure efficiency, a timely response and service delivery to support teaching and learning.
* Line manage the site and cleaning staff.
* Hold regular meetings with direct reports and regular team meetings with the site team.
* Take responsibility for the performance management and professional development of the site team.
* Manage the recruitment and induction of new site staff and training of the current team.
* Conduct attendance and performance meetings with the site and cleaning staff when required.
* Undertake training as and when required.
* Contribute to the overall ethos of the academy/MAT.
* Maintain a flexible attitude towards working hours and duties.
* Perform any other reasonable tasks as requested by the Operations Manager or any other senior member of staff.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.