**Winsford Academy Job Description and Person Specification**

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| **JOB TITLE** | **Site Manager** |  |  |
| **REPONSIBLE TO** | **Business Manager** | **GRADE 7** | **SCP 25 - 29** |

**BASIC JOB PURPOSE**

**MAIN RESPONSIBILITIES**

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| **1** | Carry out other duties as directed by the Business Manager, which are commensurate with the nature and grade of the post. |
| **2** | Recruit, manage, lead, appraise, train, develop and motivate the Site Team to ensure effective deployment of staff for the benefit of the academy |
| **3** | To manage all issues relating to the improvement and security of the academy and joint use buildings/site, including the provision of professional advice and regular reports to senior leadership team and developing and maintaining the Asset Management Plan and asset registers |
| **4** | To manage the maintenance of the buildings and amenities of the school and community areas through the development of the annual Buildings Improvement Programme, effecting all necessary repairs and improvements to maximize the effective use of the site to the school and the community and within the budget provision |
| **5** | To manage, monitor and oversee the operation of the engineering systems including heating, lifts etc. to ensure the most economical and effective use of utilities across the entire site. |
| **6** | To lead on Health and Safety for the site, liaise with senior leadership, teachers and the Health and Safety Trade Union Representative. Maintain and monitor health and safety standards and procedures. Ensures that health and safety policy and practice meet statutory requirements |
| **7** | To liaise with the LA and other statutory bodies regarding health and safety policy and procedures.  |
| **8** | To manage Fire Evacuation policy and procedures, completes fire risk assessment, control practice evacuation and fire prevention |
| **9** | To manage site security systems in order to ensure Site Security.   Ensure fire alarm and fire-fighting equipment are inspected and tested and electrical appliance inspections are carried out, reporting any failures to comply with statutory obligations in this area and ensure the contractors’ work meets Health and Safety Regulations. |
| **10** | To manage and monitor all premises-related budget headings, and advise senior management, including maintenance and buildings improvement; ensuring that expenditure on such headings remains within budgets. |
| **11** | To manage, recruit, motivate, train, appraise the site maintenance staff on the academy site, including arranging work schedules, monitoring caretaking and cleaning duties, identify training needs; in order to achieve quality work and the most effective deployment and competence of staff. |
| **12** | To plan, design, draw up specification, arrange for competitive tendering, advise senior management on all tenders for minor/major alterations and/or maintenance work by contractors, schedule and monitor all premises-related work to ensure specified standards are achieved |
| **13** | To liaise with LA staff and contractors in respect of LA funded works at the school |
| **14** | To manage all grounds maintenance ensuring that standards specified are achieved from in house team |
| **15** | To negotiate, manage and monitor facilities contracts, tenders and agreements for the provision of services for the school and joint use facilities, achieving best value for the school |
| **16** | To project manage buildings contracts and project oversight, liaising with contractors, agencies and professionals.  |
| **17** | To manages and seek funding applications from lottery or other sources for long term and specific project funding. |
| **18** | Undertake a shared responsibility for assuring the well being and safeguarding of students by a meticulous application of the Academy’s Safeguarding policy  |
| **19** | All members of staff at the Winsford Academy will through their own conduct and appearance provide a positive role model for the Academy’s students and will conform to the Academy’s dress code. |
| **20** | To be responsible for data protection compliance in the academy |
| Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job. |

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| Signed acceptance by Post Holder (sign) |  |
| Name of Post Holder (print): |  |
| Date: |  |