

JOB INFORMATION			
JOB TITLE	SITE MANAGER	LOCATION/CAMPUS	THEALE GREEN SCHOOL
GROUP/ FACULTY AREA	COVER/SCHOOL WIDE	TYPE	PERMANENT
GRADE	G	SCALEPOINT	24-31
RESPONSIBLE TO	HEADTEACHER/CENTRAL SITE	HOURS	37 – FULL TIME 52 WEEKS PER YEAR (see shift rotation)
JOB PURPOSE			
<p>To provide flexible support to the school regarding management, operation maintenance and security of the school site. There are 2 caretaker bungalows on site one is available if required by the post holder. Should the post holder live on site there will be deductions made from salary for the rental of this subsidised accommodation. The holder will have some budgetary responsibility and management of the site team.</p> <p>Shift rotation  Monday to Thursday 7.00am – 3.30pm, Friday 7.00am – 3.00pm less a one hour unpaid lunch break  1.00pm – 7.30pm Monday to Thursday, Friday 1.00pm-7.00pm less a one hour unpaid lunch break  The above shift pattern works on a rotational basis, work outside these hours will be required on a regular basis to cater for school lettings and additional daytime duties.</p>			
MAIN DUTIES AND RESPONSIBILITIES			
<p>Management</p> <ul style="list-style-type: none"> <li>• Manage the staff team – two staff and external contractors</li> <li>• Leading and directing the team, receiving, prioritising and allocating the jobs along with managing work in progress and site projects</li> <li>• Coordination of planned and reactive maintenance work ensuring standards of work remain high</li> <li>• Responsible for performance managements reviews, appraisals and staff training</li> <li>• Managing the work of contractors is of good quality and value for money, that all contractors adhere to site and health and safety requirements</li> <li>• Ensure that the should vast key system is functional and that spare keys are both kept secure and available at all times</li> <li>• Actively promoting and assisting energy conservation measures, monitoring oil levels and arranging replenishments. Managing defects and problems assigning appropriate service/repair engineering personnel</li> <li>• Some budgetary control over repairs and maintenance, equipment purchases etc.</li> <li>• Will be required to monitor expenditure, process orders and sign off invoices</li> <li>• Generate reports and use databases and electronic diary systems</li> </ul>			

### Maintenance

- Arrange agree and implement priority action plans with regard to long term maintenance
- Manage a rolling programme of internal alterations repairs decoration and improvements
- Employ strategic thinking and creativity in terms of long term planned maintenance
- Manage and carry out reactive maintenance – such as decorating, replacement of light bulbs, tubes, fuses, doors and furniture etc
- Use of technology facility when required to fabricate items in connection with maintenance
- Support larger projects in agreement with Central Site Department

### Security

- Responsibility for ensuring reasonable security for the school site
- Management of cctv, burglar alarms, locks, key combination locks, alarm codes etc
- Awareness and understanding of in-house security measures during letting periods
- Participation in call outs in the event of fire, break-ins, and other emergencies

### Porterage

- Movement of school and site deliveries, receiving, storing and transporting as required
- Movement of furniture and classroom equipment around the sites many buildings
- Setting up and down for hall and other venues for assemblies, events etc
- Clearance and preparation of site as necessary during different weather patterns such as snow and ice clearance, supply of fans during heat waves
- Clearance of spillages around school when cleaning contractors are not on site

### Lettings

- Setting up of requirements for lettings
- Locking and unlocking buildings as required
- Being present on site or via radio to support lettings needs
- Ensure security for all lettings bookings including clearance and porterage duties before and after, this will require the post holder or staff team member to be on site

#### Health and safety

- Active in identifying and resolving health and safety risks
- Periodic inspections of the entire school site with regard to health and safety regulations, reporting problems and rectifying them as necessary
- Be the responsible person for Health and Safety regulations, Fire/Smoke Alarms (including processing 2 trial fire evacuations per year), Legionella and Asbestos ensuring all related risk assessments and documentation

#### Sundry

- Mini buses
- Driving the school mini buses for school business, including banking monies as requested
- The role is likely to evolve and develop with the schools needs and it is important that close communication is maintained with the line manager to ensure awareness of all relevant matters occurring at the school

#### Budgetary and resource control

- The post holder will assist the school and ALET Central department with the schools various contracts for maintenance in the budget comprising of planned maintenance and minor maintenance works
- The post holder will have input in to the decision making process regarding budgets, health and safety matters, school security, repairs, maintenance and improvement requirements
- The post holder will determine and manage the maintenance programme for the entire school, covering three to four years

### **GROUP/ EMPLOYEE RESPONSIBILITIES**

- To provide the service in accordance with the Trust's Vision, Strategic Plan and Service Improvement Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our stakeholders
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested

QUALIFICATIONS & EXPERIENCE	TECHNICAL COMPETENCIES /SKILLS	BEHAVIOURAL SKILLS
<p>Essential</p> <ul style="list-style-type: none"> <li>• Good general education to GCSE</li> <li>• Trained in health and safety procedures</li> <li>• ICT Skills</li> <li>• Site management experience</li> <li>• Performance management</li> <li>• First aid</li> <li>• Legionella Awareness training</li> <li>• Fire extinguisher training</li> <li>• Working at height</li> <li>• Mini bus driver licence/training</li> <li>• Time management</li> <li>• Child protection training</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Time management</li> <li>• Apprenticeship/diploma in building and construction/industry</li> <li>• Education to A level or higher standard</li> <li>• IOSH or NEBOSH health and safety certified</li> </ul>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Wide range of handyperson skills and previous experience of working in an educational establishment</li> <li>• Demonstrable skills in staff management</li> <li>• Leadership skills</li> <li>• Read and understand building plans</li> <li>• Strong verbal and written English language skills</li> <li>• Reasonable level of ICT skills – word, excel, email, internet and CAD</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience in job costing and budgetary control, dealing with finances.</li> <li>• Business management skills and experience</li> <li>• Experience in working in the building industry with competent allied trade skills</li> <li>• Experience in security – possibly SIA trained/registered</li> </ul>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Proactive</li> <li>• Professional</li> <li>• Ability to develop and maintain good relationships with staff and external customers of all levels</li> <li>• Customer service focussed</li> <li>• A solution finder</li> <li>• Patience and tact</li> <li>• Methodical and well organised</li> <li>• Professionally discreet and able to respect confidentiality</li> <li>• Ability to command and to show respect</li> <li>• Flexible approach to tasks</li> <li>• Confident and able to use own Initiative</li> </ul>

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

#### **Diversity Statement**

*The Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support*



*services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health & Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*The Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*