Job Description

|  |  |
| --- | --- |
| **Job Title** | **Estates Site Safety and Development Manager** |
| **Purpose of Role** | * Estates Development and Site Safety Management, responsible for the continual development and best use of the Academy site and its facilities for the support of learning. * Ensure high quality maintenance and work that ensures a productive learning environment and homely residential areas for students. * Working and liaising with colleagues across the Academy and MAT to plan and co-ordinate developmental and collaboration across the MAT. * Establish a long term vision and plan in regard to how the Academy can maximise its grounds and facilities through a manageable budget. |
| **Responsibilities To:** | Headteacher/Bursar |
| **Salary Grade** | Bristol Grade 10 |
| **Main Duties** | **KEY TASKS:**   * In partnership with the Bursar to lead the site team and work with Lead Staff in site and facilities development projects around the Academy. * Manage and maintain work schedules for the Site and ensure quality control of works completed. * Lead and plan specific projects and tasks, in liaison with other key staff, which enhance and develop the Academy site and grounds in regard to appearance, safety and most importantly encouragement of learning. * Lettings management. * Co-ordinate and lead the Academy’s’ compliance with all Health and Safety policies and procedures with regard to the management and safe running of the building, grounds and transport. * Budget management of H&S. * Oversee Repairs and Maintenance * Oversee Repairs and Maintenance of Academy vehicles.   **Leadership and Management**:   * Provide effective leadership and challenge to the Site Team in conjunction with the Bursar * Manage the co-ordination and practical completion of day-to-day tasks alongside long-term developmental work.     **Health and Safety**:   * Check site regularly for any potential Health and Safety issues. Take corrective action where necessary and liaise regularly with the BCC safety officer to ensure we follow best practice. * Keep accurate records for Fire safety checks as per OCC Fire Safety Folder. * Keep accurate records of Water safety checks are per OCC Water Safety Folder. * Complete Risk Assessments as required and take any corrective actions where necessary. * Attend Academy Health and Safety Committee meetings. * Undertake any other site related Health and Safety work as required.   **Practical and Developmental Work**:   * To ensure the Bursar has a schedule of works to ensure that the site is kept operational and interlink this with an ongoing development works schedule of which you will lead. Prioritise work as appropriate. * Ensure accurate records are kept of all work carried out and liaise with Headteacher and Bursar over prioritising work to be done. * Procure contractors for larger enhancement/development work in liaison with Bursar. Monitor the work undertaken, including grounds and buildings by any external contractors used. * Manage the Academy minibus/transportation resources ensuring agreed policies and procedures are followed.   **Community Use and Links**:   * Oversee the out of hours lettings; ensure needs of clients are balanced with the needs of the Academy. Market the Academy’s facilities and represent the Academy at relevant local neighbourhood meetings. * Maintain the computerised Lettings diary and ensure all external users adhere to Academy Lettings policy.   **Budget Management**:   * Be mindful of best value at all times and discuss funding issues with the Bursar. * Ensure that all works are carried out within the confines of allocated budgets. * Monitor and check energy and water consumption to ensure efficiency.   In addition the Estates Development and Site Safety Manager will be expected to carry out any reasonable instruction given by the Head teacher or such authorised person in order to ensure the efficient running of the Academy.  **PROFESSIONAL STANDARDS:**   * Support the aims of the Academy to promote a positive learning environment. * Treat all pupils fairly, consistently and without prejudice. * Set a good example to pupils in terms of appropriate dress, standards of punctuality, attendance and conduct. * Promote the aims of the Academy by attending and participating in appropriate events, e.g. Open Evenings, Options Evenings etc. * Support the ethos of the Academy by upholding the behaviour code, uniform regulations etc. * Take responsibility for own professional development and participate in staff training when provided. * Reflect on own practice as well as the practices of the Academy as part of Academy self-evaluation. * Be aware of and adhere to the various policies of the Academy. * Participate in the management of Academy by attending various team and staff meetings. * Ensure that all deadlines are met as published in the Academy calendar. * Be proactive and take responsibility for matters relating to CP, safeguarding and health and safety.   All duties in the job description may be varied to meet the changing demands of the Academy at the reasonable direction of the line manager and Headteacher and are reviewed annually. This job description indicates the way the post holder is expected and required to perform and complete the duties as set out. |