

Job Description	
Post Title	Site Manager - Rivers Academy
Salary/Grade:	S01 £28725 - £30711 according to experience
Reporting To:	Principal and Director of Operations
Academy:	Rivers Academy
Disclosure Level:	Enhanced
Hours of Work:	Working hours fluctuate in accordance with operational demands but are based on an average of 36 hours per week.
Leave:	Annual leave is 24 days per year, based on a 5-day working week, plus Bank/Public Holidays. The annual leave entitlement rises to 29 days after 5 years. Leave will normally be taken during school holiday times.
Core Purpose:	
<p>This role will be pivotal in ensuring that the premises remains in excellent condition and supports the Academy in providing outstanding teaching and learning and provides a safe, yet welcoming environment that students and staff alike can be proud of.</p> <p>The post holder will lead the caretaking team at Rivers Academy West London, ensuring that appropriate maintenance of the site and grounds is undertaken in an efficient and cost effective manner.</p>	
Main Duties: Operational	
<ul style="list-style-type: none"> • To work alongside the District Facilities Manager and Director of Operations to manage and develop a Site Team with a range of skills and experience that minimises reliance on outside contractors. • Managing efficiently and effectively the Academy site, buildings and grounds. • Ensuring the safety of staff, students and visitors to the Academy by the effective use of staffing and equipment. • To oversee and ensure compliance with all procedures and practices relating to the security of the premises and equipment. • Maintaining a proactive Health and Safety provision across the Academy including designation as the 'Responsible Person'. • Managing risk assessments to ensure that all site related decisions are taken in full knowledge of the risks. • Supervision, quality of work and ensuring a safe system of work for all staff and external contractors working at the Academy site. • Supporting the Director of Operation with events on site including appropriate security and reception staff. • Ensuring that minibuses operate an efficient service and are maintained in compliance with legal requirements including appropriate driver certification. • To support the District Facilities Manager and Director of Operations to oversee the installation, maintenance, testing and fault finding on a wide range of electrical and mechanical plant. 	

Administration

- To work with the Director of Operations to ensure the facilities budget and purchasing of resources is in line with Academy practices and ensuring that approved works are completed in accordance with procedures, specification and timescales.
- Implementing policies, procedures and practices concerning Fire, Health and Safety across the Academy and ensuring statutory compliance.
- Managing the security of sites and buildings, including attendance at alarm activations either during or outside normal working hours.
- Managing the external environment of the Academy to ensure a professional focus is maintained at all times.
- Model good practice and share skills with the caretaking team to develop cross covering of roles between staff.
- To oversee the systems for recording, assigning and monitoring site tasks.
- Supporting and maintaining a rolling programme of maintenance, redecoration, periodic & deep cleaning, renewal and alteration to premises within agreed budgets and timescales
- To be proactive to improve the caretaking service across the Academy on a regular basis.

General

- To be aware of the processes involved for emergency situations and to support the Director of Operations with the organisational disaster recovery and continuity plan.
- To be aware and have up-to-date knowledge of the statutory guidance required to ensure compliance with best practice guidelines. To manage the site team and ensure that the Academy site provides a positive student and staff impression and contribute positively to meeting the Academy's objectives.
- To promote anti-discriminatory practice and ensure that equal opportunities policies and procedures are fully integrated into the work of the academy.
- To support oversight of any capital works ensuring health and safety and value for money whilst limiting the impact on the running of the Academy.
- To understand and commit to the vision, values and objectives of the Aspirations Academies Trust.
- To undertake any additional responsibilities that may be required by the Principal commensurate with the grade and nature of the post.

Employees will be expected to comply with any reasonable request from a Lead to undertake work of a similar level that is not specified in this job description. Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a Lead to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

