

## **Job Description**

**Job Title:** Site Manager

**Location:** Sandown Bay Academy

**Hours of work:** 37 hours per week , 52.14 weeks

**Reports to:** Principal

### **Purpose of the Role:**

To lead the strategic and operational development and deployment of Academy site, buildings and resources in order to ensure the highest standards of health and safety, as well as the best possible provision for students and value for money. To provide support throughout the Academy for all physical resources, events and to provide first line support to students, staff and the local community. To prioritise and supervise duties and responsibilities across the team.

### **Responsibilities:**

#### **General Management**

1. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post
2. Liaise with the Principal to attend Governor, SLT and middle leadership to report and present information on premises, H&S and security issues.
3. Lead responsibility for maintenance and security issues within the Academy.
4. Help plan and manage change in accordance with the school development/strategic plan.
5. Apprise the team of the Academy's requirements and delegate tasks as required.

#### **Information Technology**

1. To contribute to the continued development of the Academy ICT provision.

#### **Facility & Property Management**

2. To proactively monitor condition and recommend development works to improve premises and environment across the Academy, whilst working with the premises team to ensure proactive maintenance and quality standards are maintained across the site.
3. Act as point of contact for contractor works, maintaining required contractor list records, obtaining best value and monitoring of contractor delivery to ensure compliance with policy and procedures.

4. Ensure the relevant planning and construction processes are undertaken in line with contractual obligations by overseeing works. Snagging off finished work and ensuring quality and VFM is achieved.
5. Obtain quotes and prices for work from contractors, liaising with them in order to ensure work is timely and to budget.
6. To generate income through the effective organisation and management of lettings; providing both data and reporting on how the premises is utilised to ensure that the Academy benefits both financially and in reputation.
7. Installation and development of the CCTV security systems, liaising with contractors on the implementation of equipment
8. Training colleagues in systems, such as CCTV, alarms, site security and Health and Safety as well as any other IT/Data packages as required pertinent to your role.
9. Aid in the implementation of the school development plan, prioritising and organising work to reflect the present and future needs of the school in an effective and efficient manner.
10. Co-ordinate setting up of halls and for outside speakers as required in conjunction with other staff and IT and Site team.
11. Oversee management of the site Help Desk, liaising with the Estates Officer on a regular basis to update and prioritise work.
12. Investigate and implement sustainable systems within the school.
13. To be aware of the administration and control of the building maintenance, caretaking and cleaning budget, to assist in the achieving of appropriate financial targets. To warn of any potential situations that may have a significant effect on the budget.
14. To prepare suitable contingency plans for emergency incidents in order to ensure the continued service of the Academy where safe to do so.
15. Oversee the cleaning contract and liaise with the contractor and monitor associated budget.

### **Innovation and Learning**

1. Keep abreast of new technologies and the ways of using them to support learning and staff productivity.
2. To support the promotion of innovation in the classroom through the use of new learning technologies.

### **Finance**

1. Manage the Premises, maintenance and utility budgets in excess of £400K. Draw up budget plans in line with school priorities and forecast premises work ahead, scheduling and prioritising academy needs.
2. Manage the cleaning budget in line with the contract.

### **Community Liaison and Operations Manager**

1. Liaise with Vice Principal / PA to Leadership Team to assess school calendar requirements and then co-ordinate the site needs to ensure high quality school, public and community events.
2. Manage external bookings including the Climbing Wall by taking enquiries, liaising with relevant departments, taking bookings and providing invoices to the Finance department.
3. Liaise with the Sports Centre to ensure maximum lettings of facilities are enabled.

## **Health and Safety**

1. Act as the school's Health & Safety Coordinator and oversee Fire Marshalls and other required positions.
2. Manage planning, instigation and maintenance of records of fire practices and alarm tests.
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
5. Enable regular consultation with people on health and safety issues.
6. Ensure systems are in place to enable the identification of hazards and risk assessments.
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
8. Ensure the maximum level of security consistent with the ethos of the school
9. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.
10. 'to act as duty holder with regard to statutory compliance in regard to both Legionella and Asbestos management'
11. Keep up to date risk assessments, writing them as required - ensure that School risk assessments are in place and updated
12. Lead and liaise on the annual H&S Audit on behalf of the Academy in conjunction with AET personal.

## **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a term and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters

## **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## Person Specification

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>NVQ 4 or equivalent qualification</li> <li>IOSH &amp; NEBOSH Qualification or working towards</li> <li>Excellent numeracy / literacy skills</li> <li>Willing participant in development and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>First Aid certificate</li> <li>Level 2 Safeguarding or willingness to work towards</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>Sound knowledge of Health &amp; safety procedures and precautions</li> <li>Full understanding of COSHH, CAR 2012, IOSHH regulations and awareness</li> <li>Full working knowledge of relevant policies/code of practice/legislation</li> <li>Considerable experience and knowledge of Site keeping in a school or similar setting</li> <li>Fundamental knowledge of plant machinery, water, gas, electric and other utility systems</li> <li>Several years' experience working in a relevant discipline</li> </ul>	<ul style="list-style-type: none"> <li>Management and supervisory experience</li> </ul>

		<ul style="list-style-type: none"> <li>• Good working knowledge of ICT/equipment and databases as required by the Academy and AET</li> <li>• Experience of working to deadlines in tasks that require a high level of accuracy</li> <li>• High level of proven written, verbal and non-verbal communication skills</li> <li>• Awareness and understanding of safeguarding/child protection</li> </ul>	
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• To line manage the Estates Officer and Site Assistants</li> <li>• Commitment to developing team members through coaching/mentoring and CPD opportunities</li> </ul>	
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• Working in an environment that included decision making, balancing conflicting demands and assessing appropriate solution</li> <li>• Draw up budget plans in line with school priorities and forecast premises work ahead, scheduling and prioritising</li> </ul>	

			<p>academy needs.</p> <ul style="list-style-type: none"> <li>• Forward planning for short and long term changes, maintain and review to incorporate changes</li> </ul>	
	Budget (size and responsibilities )		<ul style="list-style-type: none"> <li>• To manage the Premises, Maintenance and Utility budgets in excess of £400K subject to annual review</li> <li>• Manage the cleaning budget in line with the external provider contract</li> </ul>	
	Abilities		<ul style="list-style-type: none"> <li>• Ability to lead, organise and motivate a team</li> <li>• Ability to make objective recommendations in a clear and concise fashion</li> <li>• Ability to self-manage by prioritising, co-ordinating and organising work under pressure remaining professional at all times</li> <li>• Ability to resolve complex situations on the spot and resolve problems by assessing the situation and using judgement for best course of action</li> <li>• Ability to meet strict deadlines</li> </ul>	

			<div>with attention to detail</div> <ul style="list-style-type: none"><li>• Ability to Ability to communicate effectively</li><li>• Ability to undertake risk assessments</li><li>• Ability to manage, inspect and record the work of others</li></ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"><li>• Methodical and organised with a conscientious and positive disposition</li><li>• Ability to exercise discretion in dealing with confidential or sensitive matters at all times</li><li>• Ability to work both independently and as an effective team member</li><li>• Flexible and adaptable approach to the needs of the organisation</li><li>• Willingness to work flexibly and collaboratively as required to meet changing service needs</li></ul>		
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Evidence of a commitment to promoting the welfare and safeguarding of</li></ul>		

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|  |  | <p>children and<br/>young people</p> <ul style="list-style-type: none"><li>• Ability to travel<br/>as required</li></ul> |  |
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