



## Job Description

<b>Role</b>	Site manager	<b>Base Location</b>	River Academy
<b>Pay Scale/ hours</b>	Grade 8. Full time, plus 3 hours overtime per week, all year round. <b>There will be a split shift initially.</b>	<b>Reports to</b>	Trust Estates Manager
<b>Purpose</b>	<p><b>The specific responsibilities of the role will be reviewed annually in the context of a growing school and may be amended in discussion with the postholder.</b></p> <p>To undertake a range of duties with regard to the grounds, buildings, environment and their users, maintaining their safety and security, ensuring essential works and maintenance jobs are completed on a priority basis under the general direction of the Trusts Estates Manager and working closely with the Headteacher, or their delegate, on a day-to-day operational basis.</p>		
<b>Scope</b>	<b>Staff responsibilities:</b>		<b>Financial accountability:</b>
	Assistant Site Controllers/ casual lettings staff (if applicable)		To monitor maintenance and site related cleaning costs (working with local school staff and/or the central finance team)
<b>Relationships</b>	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to Trust leadership, school leaders and colleagues in other Trust schools, school staff, students, parents/carers and external agencies.		
<b>Supporting Maiden Erlegh Trust</b>	The postholder may be required to support other schools in the Trust.		
<b>Main duties and accountabilities</b>	<p><b>The specific responsibilities of the role will be reviewed annually in the context of a growing school and may be amended in discussion with the postholder. Initially, the postholder will be required:</b></p> <ul style="list-style-type: none"> <li>To demonstrate practical and pro-active hands-on involvement in security, maintenance, and refurbishment when this is necessary, or offers the most cost-effective solution</li> <li>To maintain an effective premises team ensuring that the changing needs of the schools are met through training and development of the site staff</li> <li>To assume the day-to-day responsibility for Health and safety for the school site, working with school and Trust leadership</li> <li>To contribute to Health and Safety committee meetings to report on H &amp; S compliance for school setting</li> <li>To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health &amp; Safety regulations are strictly adhered to</li> <li>In conjunction with the Trust Estates Manager and finance staff, to monitor the day-to-day maintenance and repair budget and the cleaning materials budget</li> <li>To draw up and manage an agreed rolling programme of redecoration/refurbishment and preventative maintenance</li> <li>To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received, personally undertaking minor repairs and maintenance tasks which are within the post holder's competence</li> <li>To assist the Trust Estates Manager to prepare documentation for tenders or specifications of small to medium projects</li> </ul>		



- To develop appropriate monitoring procedures to ensure that the Trusts sites are kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
- To monitor work requests ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- To instruct and supervise the Grounds contractor ensuring the school grounds are maintained to a high standard
- To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard
- To be a key holder of the school
- To respond to unforeseen events and taking responsibility for the installed alarm system, making sure the system is activated at times when the schools are closed
- To look after the school minibus and other vehicles, carrying out checks where necessary
- To maintain a working knowledge of the Intruder and Fire security alarms installed
- To use the school CCTV network for security and to assist staff in reviewing incidents
- To carry out relevant H&S checks including legionella testing, fire alarm testing, PAT testing, under guidance of Site Compliance Officer and upload records/evidence to the Trust H & S software online to ensure audit trail is available for all tasks.
- To set and disarm the intruder alarm at times laid down and report any faults or failures as requested
- To support the school leadership team with fire drills, and other evacuations and lockdowns
- To maintain the Fire Safety Logbook
- To creating and maintain positive and supportive relationships with staff, parents, business, community, and other stakeholders
- To engage with appropriate training opportunities to promote professional effectiveness in this role
- To retain confidentiality about all aspects of school life
- To work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:
  - Cover of the school's needs throughout the day
  - Appropriate cover for colleagues when absent for any reason

Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the postholder.



## Person Specification

<b>Role</b>	Site manager	<b>School/Department</b>	River Academy
<b>Grade</b>	Grade 8	<b>Group Size</b>	School Group Size 6
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>• First Aid qualification desirable but not essential</li> </ul>		
<b>Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience of working in a similar environment</li> </ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• A sense of responsibility and ownership</li> <li>• Ability to take initiative and work independently</li> <li>• Ability to work within a team environment</li> <li>• Excellent communication and interpersonal skills</li> <li>• Excellent IT skills - including Outlook, Excel, Database software</li> <li>• Knowledge of Health and Safety in relation to Buildings Maintenance</li> <li>• Knowledge and experience of maintenance of buildings</li> <li>• Ability to prioritise tasks</li> <li>• Confidentiality at all times</li> <li>• A pro-active and flexible approach to work</li> <li>• A commitment to self-development and a willingness to learn and develop personal skills</li> <li>• Ability to travel across sites of Trust schools, hold a full UK driving license and have own transport</li> </ul>		
<b>Requirements specific to the role</b>	<p>All staff are expected to be committed to safeguarding, equality and promoting the welfare of children and young people and to be aware of local safeguarding policies and procedures and to report any concerns or information received as required.</p>		

**The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.**

<b>Signed: Post holder</b>	
<b>Date:</b>	