

JOB TITLE: Site Manager

GRADE/SCALE: Grade 6

HOURS WORKED: 37 hours per week (Permanent – 52 weeks of the year)
(Shift system to include weekend working when required)

CONDITIONS OF SERVICE: NJC for APT&C Staff

Job Purpose

Reporting to, and working with the Head of Estates, the Site Manager will be responsible for:

- The delivery of an effective and efficient site services function which provides a safe, clean, tidy and fit for purpose physical working environment for students, staff and visitors.
- The development, coordination and management of non-core, support services of the school, together with the buildings, including their systems, plant, related IT equipment/services, fittings and furniture, in such a way as to positively assist an organisation in achieving its strategic objectives.
- The management and deployment of the Site Services Officers ensuring a programme of work is in place to achieve an appropriate working environment.
- Quality control and oversight of contractors working on site.
- In liaison with the Head of Estates advise the Head Teacher on all aspects of Health, Safety, Security and Environment (HSSE) (including Health and Safety compliance) within the site services function.
- Undertake site maintenance and repair work as necessary as per Site Service Officers.

RESPONSIBILITIES

1. Maximise the potential of the School Site

- To support the Head Teacher and Lettings Mangers in ensuring the lettings take place in accordance with the schools letting policy and agreed contracts.
- Ensure that school facilities and equipment are respected and maintained.

- Responsible for the PAT testing of equipment on the school site and the upkeep of the PAT testing records, working in liaison with the Trust Strategic Network Manager.
- To manage and ensure all compliance activities meet statutory regulation and recognised industry best practice.
- To support in the management of the PPM, cleaning and catering contracts, ensuring SLAs and KPIs are met.
- Reporting any failures against the SLAs and KPIs to the Contract Manager and Head of Estates.

2. Personnel

- The post holder will be expected to manage their own time and the time of the 3no. Site Officers, drawing up shift working patterns, arranging cover for colleague's absence (sickness and/or annual leave) to ensure the continuity of provision.
- To complete performance management of Site Staff and arrange recruitment as appropriate with the Head of Estates.
- Oversee the work and conduct of all contractors on school site, ensuring Health and Safety policies and procedures are adhered to at all times.

3. Finance

- Work with the Head of Estates to ensure the school receives 'Best Value' across the school site.
- To be responsible for managing and monitoring the repairs and maintenance budget.

4. General maintenance of the School Site

- To ensure the opening and closing of school premises for the purpose of school use, lettings, maintenance and emergency services. This will on occasions, require the post holder to undertake these duties out of hours or if one of the Site Services Officers is absent or on annual leave.

- To manage the procurement and supervision of all planned building and/or refurbishment works, ensuring that all procurement falls in line with the school procurement policy and procedures.
- To be aware of latest industry technologies, software, tools and equipment and provide a business case for procurement to the Head of Estates.
- To produce a monthly Site Team report for the Head of Estates.
- To take the initiative and lead on insurance claims relating to any aspect of Site Services function.
- Fully utilise the CAFM system, receiving requests from staff, prioritising tasks and monitor progress in the completion of tasks as required.
- To ensure adequate stocks of supplies and services are provided to maintain the function of the school.
- To ensure pathways and drives are kept clear of leaves, snow, ice, moss etc. including the treatment of surfaces with rock salt in inclement weather.

5. Energy Supplies

- To be the first point of contact and champion on environmental policies ensuring the school is at the forefront of best practice.
- To make certain that where Building Management System (BMS) are installed, regular checks by the in-house team and servicing by external specialists is completed, resulting in an effective and efficient operation that meets the demands of accommodation conditions and energy efficiency.

6. Health, Safety, Security & Environment

- To be an active member of the schools Health and Safety committee, liaising with key stakeholders on agenda items.
- Working with the Head of Estates, implement the Trust Environmental policy.
- To support the school with investigating accident and incident reports, ensuring system compliance.

- To conduct site inductions with all new contractors on site and operate the permit to work system as appropriate.
- To take effective action to deal with unwanted intrusion on site.
- To liaise with the Local Authority and emergency services when required.
- To act as primary key holder in cases of alarm activation out of normal school hours.
- To carry out risk assessments as required and directed taking advice and guidance from the schools consultants.
- To review and implement local H&S procedures and policies.

7. Use of utilities within the school

- To promote the efficient use of fuel, electricity, gas and water.
- To ensure the timely preparation of rooms, halls etc. for assemblies, meeting, examinations and other functions, and that the rooms are returned to their normal operating condition thereafter.

8. Other Duties

- To take deliveries of and distribute all post, materials and other goods before and after school, when the school office is closed.
- To attend and contribute to regular meetings with the Head Teacher and Head of Estates.
- To attend training that is commensurate with the post and grade.