



JOB DESCRIPTION

NAME:

POST: Site Manager

GRADE: 7 SCP 23 - 26

RELATIONSHIPS:

The post holder is accountable to the Estates Director in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

To carry out a full range of duties to provide safety, security and maintenance of the Academy premises in accordance with Health & Safety legislation ensuring the Academy's accommodation is fit for purpose and available as required.

MAIN DUTIES & RESPONSIBILITIES:

- To line manage all the estates staff on their sites.
- Mentoring of apprentices within the Estates team as and when required
- Advising the Site Lead's
- To be responsible for the overall security of the site and to arrange for the locking of the site following end of use and to provide appropriate levels of security (e.g. out of Academy hours) for lettings and other related activities, including the setting of the alarm system; making arrangements to cover periods of absence of other keyholders.
- To respond to security alarm or other call outs in accordance with agreed procedures.
- To manage and supervise all caretaking, building repair and maintenance and janitorial services and oversee those working under contract.
- To undertake COSHH and other risk assessments to ensure safer work practices.
- To record, investigate and report findings and/or recommendations to the Principal/SLT/Trust Senior Management relating to all accidents at work.
- To ensure regular training for all designated staff in safe working practices, handling of equipment, machinery, chemicals and materials and manual handling regulations.
- To advise the Principal, SLT and Trust Senior Management as to the maintenance, upkeep and development necessary within the Academy.
- To arrange hire of any specialist machines and equipment.
- To prepare outline specifications and gather quotations and tenders for the maintenance services and minor repairs.

- To ensure contractors perform work according to the contract to a high standard and have the necessary work insurance and safeguarding checks; escorting and supervising as required.
- To be responsible and accountable for the Academy minibuses, ensuring the regular repair, maintenance and cleanliness of the vehicles (external and internal).
- To monitor all contracts and own work groups to ensure best value, and to assess and propose alternatives to improve the quality/cost effectiveness of the service.
- To ensure effective communication with the Academy Leadership Team.
- To ensure the full security of the site at all times
- To ensure the required level of compliance is undertaken at the required intervals.
- To undertake evacuation of Academy in emergencies and to carry out fire drill on a regular basis as required.
- To identify and report building, furnishing or fittings deficiencies and undertake any remedial action that may be authorised and appropriate. This may involve liaising with external contractors.
- To supervise cleaning staff and assist with cleaning floors, internal and low-level windows and surfaces together with any emergency cleaning needs.
- To dispose of litter within the Academy grounds, empty bins and dispose of all rubbish.
- To take delivery of goods and equipment and arrange storage or distribution as required.
- To undertake project maintenance work and minor maintenance repairs to include painting, clearing of gutters and gullies, fence and perimeter repairs and maintaining garden equipment where appropriate.
- To be responsible for ensuring that all building repairs are completed in a timely manner.
- To be responsible for the operation of the Academy heating systems, ensuring all plant and equipment operates safely and efficiently.
- To monitor usage of electricity, water and any other fuel taking meter readings as required.
- To undertake ordering and maintain accurate records of all stock held for cleaning, maintenance and general sanitary supplies; ensuring consumables are replenished.
- To ensure electronic compliance and Health & Safety data systems are updated and maintained.
- To set up the hall and/or classroom layout for exams, Academy meetings, training etc as required and general portorage as required by the Principal.
- To assist in the lettings on the site including the set up and take down of equipment, responding to all reasonable customer requests, ensuring the lettings area is clean and consumables are replenished. To be responsible for the evacuation of the premises in emergencies.
- To work in a clean, tidy and methodical manner, keeping areas safe at all times.
- To undertake tasks which may involve working at heights, using either a mobile tower or ladders, therefore knowledge and experience of the relevant health and safety legislation is useful although training will be provided.

GENERAL:

- To promote and support AAT's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.

- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To undertake further higher training e.g. Level 3 Facilities Management
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. The Estates Director may require you to assist on other sites within the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: **Date:**
Post Holder



Signed:..... **Date:**
Chief Executive Officer

One copy to be retained by member of staff and one kept on the employee's file.

Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974

Outstanding Achievement for All