**JOB DESCRIPTION**

**Job Title:** Site Manager

**Pay Range:** C1 (SCP 12-17)

**Hours:** 37 hours per week (all year round)

**Responsible to:** The Principal /Business Manager

**Responsible for:** Facilities staff

**Purpose of role:**

To Support the Principal by taking responsibility for management of the academy site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the academy. Manage other site staff including allocation and monitoring of work and performance appraisal. Oversee external contractors working on site.

**Duties:**

* Manage specialist premises function
* Undertake risk assessment of security risks to the academy (grounds, premises and contents) including vandalism/arson
* Allocate and monitor work
* Operate as part of management team, involved in planning, budget responsibilities
* Lead on discrete areas within an agreed system of supervision
* Manage maintenance, security and facilities systems e.g SMART LOG on academy sites and premises
* Contribute to the planning, development and monitoring of premises services and supervision, training and appraisal of facilities/cleaning staff and contractors
* Arrange for regular security checks to be undertaken and advise on how security risks can be minimised
* Manage fire safety equipment provision and scheduling of fire drills
* Manage provision of alarm systems, CCTV or surveillance equipment where appropriate
* Liaise with police, security and surveillance contractors
* Oversee the activities of external contractors on-site and monitor and report on associated budgets
* Make arrangements for effective response to emergency call out
* Lead on the management of academy lettings

**Maintenance:**

* Arrange service and maintenance tenders
* Manage the academy’s planned maintenance programme, to ensure the delivery of agreed aspects of the programme (working with appropriately qualified and experienced consultants as appropriate)
* Order, maintain and correctly store materials and equipment, implementing appropriate control systems
* Manage routine maintenance, repair schedules and specialist repairs
* Supervise maintenance contractors and undertake regular site inspections
* Identify defects and record repair and maintenance requirements
* Ensure that heating and lighting systems are maintained and operated correctly
* Provide emergency access to the academy site
* Control and assemble waste for collection
* Undertake specialist cleaning tasks including litter picking
* Coordinate deliveries storage to the academy site and safe storage of delivered items
* Monitor performance of service contractors and record performance against specified standards.
* Undertake budget monitoring & prepare cost plans for repairs/maintenance and building activities as required
* Commission the maintenance and upkeep of specialist sports equipment

**Resources:**

* Ensure and undertake to maintain a clean and orderly working environment
* Take a lead role in planning, development and organisation of systems/procedures/policies
* Manage records, information and data, producing analysis and reports
* Be responsible for creation and maintenance of purposeful, orderly and productive working environment
* Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials
* Promote and ensure the health and safety of pupils, staff & visitors at all times
* Be responsible for ensuring the maintenance/quality/safety of specialist equipment
* Demonstrate and assist in the safe and effective use of specialist equipment/materials
* Provide highly specialist advice and guidance as required
* Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
* Manage and supervise lettings including premises, lettings and associated income, building and projects etc.
* Manage Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures
* Lead and work alongside other colleagues to determine the smooth running of Open / Parents’ evenings and other events.

**Management responsibilities**

* Manage facilities support staff.
* Be aware of and comply with policies and procedures relation to child protection, safe guarding, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Liaise with outside contractors such as cleaning, catering and grounds maintenance and ensure risk assessments and method statements are received and checked prior to commencement of work on site
* Produce and maintain a register of Risk Assessments for operations completed by site, cleaning and catering teams
* Take a lead role in recruiting site staff & in managing associated employment procedures including induction and appraisals.
* Liaise between Business Manager, Principal, support staff, and governors
* Attend all appropriate meetings e.g. Site and Buildings or Health & Safety
* Committee, as instructed by the Principal.
* Hold regular team meetings with managed staff
* Represent managed support staff at teaching staff/management/other appropriate meetings
* Undertake induction/appraisal/training/mentoring for other staff
* Ensure building systems and assets are recorded and maintained in such a way as to reduce running costs and maximise their life
* Contribute to the overall ethos/work/aims of the academy
* Recognise own strengths and areas of expertise and use these to advise and support others
* Ensure compliance by self and others with all health and safety policies and procedures
* Ensure safe use by self and others of equipment and materials
* Supervise contractors when undertaking work on academy buildings and grounds, checking that agreed work by contractors has been completed satisfactorily and follow up on any deficiencies
* Establish constructive relationships and communication with contractors and other agencies/professionals
* Attend and participate in relevant meetings
* Treat all users of the school with courtesy and consideration
* Present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all
* Assist in the preparation specifications for capital project contracts for tender
* Undergo First Aid at Work training and update courses as required

All duties outlined are within the provisions of the Local Agreement for Superintendents.

Special Conditions of Service:

There will be need to work outside of school hours and off school premises, as required by the academy.

There is a no smoking policy in place.

Working in partnership with The Gorse Academies Trust, Hillcrest Academy is committed to safeguarding and promoting the welfare of our pupils, and expects all staff, governors and volunteers to share this commitment. The successful candidate will be subject to enhanced Disclosure and Barring Service (DBS) checks. We promote diversity and want a workforce which reflects the population of Leeds.