



Site Manager

Job Description

Salary / grade range	Grade 4, scps 7-11, £24,294 to £25,979
Location	Co-op Academy Medlock
Working hours	35 per week on an all year round basis (exact working hours to be discussed)
Reports to	School Business Manager
Responsible for	Caretaker and team of Cleaners

Purpose of role:

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.

Work closely with the School Business Manager on a day-to-day operational basis; and manage premises staff including their induction, training and appraisal.

Key accountabilities (and specific duties / responsibilities):

Operations

1. Responsible for the maintenance and cleanliness of the site, buildings and grounds to a high standard; including the on-site Children's Centre.
2. Distribute and prioritise premises staff workloads and shifts, including covering for absences; and delegating tasks appropriately.
3. Act as key-holder and control site keys for routine and non-routine opening, providing out of hours and emergency access to the school site.
4. Coordination of Health and Safety practices ensuring that regulations are followed and adhered to throughout the Academy.
5. Implement an annual maintenance plan identifying and scheduling service contracts and long-term non-recurring, short-term cyclical and preventative work.



6. Carry out regular site checks and walks, identifying and coordinating a response to any health and safety issues e.g. weekly fire checks, leaf clearance, snow clearance and general hazards that may affect the safety and wellbeing of students, staff and visitors. Document using the Parago system for maintenance and compliance.
7. Ensure that manual and computerised records relating to all areas within the post holder's remit are maintained as required, ensuring compliance with data protection regulations.
8. Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms)
9. Liaise with the Headteacher/Health & Safety Manager to maintain the premises development plan, which prioritises the work required both in the short and long term; and associated costs.
10. Report on and liaise with Headteacher/Health & Safety Manager to arrange and oversee any alterations, redecoration, building and maintenance works and specialised repair work.
11. Undertake minor repairs and maintenance tasks (i.e. not requiring qualified craftsman), arranging for other repairs to be carried out and organising emergency response to vandalism damage or critical incidents.
12. Ensure all deliveries to the school are correctly accepted, securely stored and distributed.
13. Keep and up-to-date list of approved contractors for repairs, maintenance and redecoration, preparing specifications and obtaining quotes, ensuring the best value.
14. Responsible for the security of the site and grounds, including liaising with other stakeholders in respect of arrangements for child safeguarding in accordance with Academy policies and procedures.
15. Ensure storage areas in and around school are free from clutter in accordance with H&S requirements.
16. Monitor materials and stock; and order supplies e.g. cleaning supplies.
17. Ensure the operation and maintenance of specialised equipment, for example cleaning equipment, including regular servicing.
18. Manage, monitor and review relevant budgets (including the grounds and all site-related budgets) ensuring best value principles are followed.
19. Undertake general portage duties, including moving furniture and equipment.

General Health & Safety

1. Ensure, in conjunction with the Headteacher and the Health & Safety Manager, that all Health and Safety procedures and requirements are being resourced and met, recognising the health, safety and welfare of all premises users and visitors, including contractors.
2. Ensure risk assessments are carried out; and that action is taken where necessary.
3. Support the School Business Manager (if necessary) completing documentation in respect of the reporting of incidents, including accidents, is completed e.g. accident investigations.
4. Responsible for contractors and ensuring work is completed to the required



standard.

5. Ensure contractors meet school compliance requirements i.e. required child safeguarding checks have been completed as per Academy policies and procedures; and the 'Notice to Contractors' information is completed, agreed and signed before any work commences.

General

1. Compliance with all academy policies and procedures, including child protection and safeguarding policies.
2. Be a visible, proactive presence around the Academy, promoting positive behaviour and ensuring the smooth day-to-day running of the Academy.
3. Model Co-op Academies 'Ways of being'.

This job description will be reviewed as appropriate and may be subject to amendment or modification at any time. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • GCSE Grade C in Maths and English (or equivalent) • Relevant health and safety training e.g. manual handling, working at height, COSHH, fire safety experience 		
Experience <ul style="list-style-type: none"> • Experience of maintenance and H&S in a fast-paced environment 		



<ul style="list-style-type: none"> • Experience of leading a team 	D	
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Knowledge of, and practical experience of implementing site related health and safety requirements • Able to complete complex tasks with autonomy and prioritise • Evidence of responding to queries in a professional and swift manner • Working within an educational setting • Excellent organisational, oral and written communication skills • Able to use email and relevant systems (training can be given for specific systems) • Knowledge and expertise in minor maintenance and repair • Able to lone work 	D	
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Good communication skills to build relationships with key stakeholders. • Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles. • A commitment to child protection and the safeguarding of children and young people. 		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.