



Star

## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **SITE MANAGER**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE:**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### **Hours of Work**

The working week will be 37 hours with a requirement to be on the school premises.

Flexibility about working hours is required e.g. a split shift pattern, and some evening or weekend working hours are expected.

##### **Non-Teaching Days**

There are variations to times of work when necessary, e.g. when meetings, building work, functions etc are held at the school. Any variation will be notified in advance by the Principal or Business Manager.

There may be times when the Site Manager is required to work later for Governors meetings and for out of hours school functions. Overtime will be paid in accordance with support staff pay and conditions.

##### **JOB SUMMARY:**

1. Under the direction of, and with the support of, the Business Manager the post-holder will supervise, direct and quality assure the day-to-day work of the other site supervisors and cleaners.
2. Provide the site team with guidance/coaching as needed to ensure they can perform the tasks efficiently and safely.
3. Responsibility for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities).
4. Responsibility for the utilities of the premises (including maintenance and operation of plant).
5. Carry out handyperson duties; minor repairs as and when required; termly audit of risk assessment of buildings, premises, and grounds and for reporting any relevant issues to the governors; portorage.
6. General maintenance of school grounds, including daily, weekly, and termly risk assessments; competitive tendering for any grounds/premises related costs.
7. Working collaboratively with the Principal and the School Business Manager on the Building Development Plan and relevant sections of the School Improvement Plan; and other duties arising from the use of the premises, or any other reasonable requests from the Principal.

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

### **1. Main Tasks**

- 1.1. Manage all aspects of cleaning and caretaking within the school, ensuring that the school's premises and furnishings are cleaned and maintained in accordance with the trust and school's standards, methods, and Codes of Practice.
- 1.2. Inspect, monitor, and record building cleaning and maintenance standards, and report any defects or requirements for repair/maintenance to the relevant stakeholders.
- 1.3. Carry out and co-ordinate specialist and non-specialist building maintenance work, e.g. plumbing, glazing, carpentry, decorating, light source changes (up to 3.5m above ground level) etc, where such work is agreed as being within the reasonable capacity of normal handyman/DIY skills with strict adherence to Health and Safety regulations.
- 1.4. Oversee the performance of site and cleaning staff.
- 1.5. Oversee the appropriate supply levels, and safe storage and working condition of cleaning and other site equipment.
- 1.6. Oversee the routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
- 1.7. Work with the Business Manager to manage the CCTV system and cameras, ensuring that the CCTV policy is followed.
- 1.8. Carry out gate duty to ensure the safe entry and exit of vehicles and children each day.
- 1.9. Be responsible for the school site during lettings and school events in line with the school lettings and events policy.
- 1.10. Directly contact the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
- 1.11. Carry out necessary duties where alarm systems are installed.
- 1.12. Work with the Business Manager to use the facilities management systems in place (TRM).
- 1.13. Oversee the work of and assist with enquiries from officers and employees of the local authority, workmen and contractors, and report their presence to the Principal/Business Manager. Direct workmen and contractors to the site of repair and maintenance work. Inspect, monitor, and record work performance.
- 1.14. Support the Business Manager in Inducting new members of staff in health and safety procedures. e.g. security of valuables, fire practices etc.
- 1.15. Support the Business or Estates Manager who will co-ordinate all aspects of Health and Safety (including sitting on the Health and Safety Committee as required) and Fire Safety and keep relevant files and paperwork.
- 1.16. Support the Business or Estates Manager who will ensure all appropriate risk assessments are in place and reviewed at appropriate intervals, shared with the relevant members of staff, and that risk assessments are carried out daily and records are updated as required.
- 1.17. Take suitable measures as deemed necessary to ensure the protection of the school.
- 1.18. Maintain and ensure that relevant documentation is in place for the school minibuses.
- 1.19. On occasion, drive the school minibuses to local venues.

- 1.20. Read utility meters and record as required, including assistance with energy conservation procedures.
- 1.21. Clean outside hard areas three times per week, e.g. playground, paths and entrances, collect all litter, empty and collect litter from outside bins and convey to nominated collection or disposal point. Clean gullies and drains at surface level.
- 1.22. Operate heating and hot water supply plant in accordance with health and safety instructions and carry out frost precaution procedures.
- 1.23. Remove all refuse internally collected from within the school and convey to nominated collection point for incineration or collection by refuse contractor.
- 1.24. Accept deliveries of stores, materials and other goods and convey to appropriate storage areas.
- 1.25. Move furniture and equipment as required, including setting up the school hall for assembly and school events, sometimes several times per day.
- 1.26. Carry out cleaning in specified areas as allocated by the school, including emergency cleaning as required i.e. as a result of an accident, sickness, vandalism (may be required to clean critical areas e.g. toilets).
- 1.27. During school closure periods undertake floor treatment work i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations between Estates Officer and Finance and Resources Manager. Inspect and maintain certain school equipment, effect minor repairs and report defects.
- 1.28. Replenish consumables items i.e. soap, towels, toilet paper etc as required throughout the school.
- 1.29. Monitor fuel levels, ordering fresh supplies as necessary and keeping records.
- 1.30. Ensure that all medical waste is sealed and placed ready for collection.
- 1.31. Empty Sanitary Disposal Units/Incinerators.
- 1.32. Carry out any additional duties deemed necessary by the Principal and Business Manager.
- 1.33. Carry out the above duties in accordance with the Equal Opportunities Policy.

## **2. General**

- 2.1. Work within school policies and procedures.
- 2.2. Ensure all staff are aware of the existence and contents of Education Health and Safety at work and adhere to codes of practice.
- 2.3. Contribute to the provision of an effective environment for learning.
- 2.4. Support the promotion of positive relationships for parents and outside agencies.
- 2.5. Attend skill training and participate in personal/performance development as required.
- 2.6. Take care of own and other people's health and safety.
- 2.7. Be aware of the confidential nature of issues.

## **3. Other Responsibilities**

- 3.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 3.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 3.3 Contribute to the wider life of the Trust and the Star community
- 3.4 Carry out any such duties as may be reasonably required by the Trust

#### **4. Records Management**

- 4.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	Full clean driving licence.	<b>E</b>		✓
<b>KNOWLEDGE</b>				
2.	An understanding of the main Health and Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment.	<b>E</b>	✓	
3.	A knowledge of procedures associated with the recruitment, supervision and training of other employees.	<b>D</b>	✓	
<b>EXPERIENCE</b>				
4.	Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handyman.	<b>E</b>	✓	✓
5.	Experience of keeping work records.	<b>E</b>	✓	✓
6.	Previous experience using ICT systems (using the computer to access TRM, e-mails, school communication system etc..) or have the willingness to be trained.	<b>D</b>	✓	✓
<b>SKILLS &amp; ABILITIES</b>				
7.	Ability to undertake a range of caretaking and cleaning duties.	<b>E</b>	✓	✓
8.	Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date.	<b>E</b>	✓	✓
9.	Ability to act on own initiative, dealing with any unexpected problems that arise.	<b>E</b>	✓	✓
10.	Demonstrate good inter-personal skills and communicate with a range of people.	<b>E</b>	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
11.	Ability to provide high quality supervision, training and support to cleaning staff.	E	✓	✓
12.	Ability to inspect and record the work of others.	E	✓	✓
13.	Ability to work effectively and supportively as a member of the school team.	E	✓	✓
14.	Ability to demonstrate commitment to Equal Opportunities.	E	✓	✓
15.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
16.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
17.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
18.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
19.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
20.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
21.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓