



## **JOB DESCRIPTION**

Job Title: Site Manager  
Grade: C3 SCP 19-22  
Reporting to: The Principal

### **Job Purpose:**

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.

### **Main 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 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

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- 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

## **Systems:**

- Ability to use PS Assets, Every and excellent computer literacy in the role is essential

## **Management responsibilities:**

- Manage a team of in-house site staff
- 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
- Liaise between 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 site 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
- 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

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- Present a positive personal image, contributing to a welcoming academy 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

## **Driving:**

- Be responsible for the safe use of the academy minibuses ensuring safety checks are carried out and recorded in line with section 19
- Ensure that a system is incorporated and managed for the use of the academy minibuses
- Drive the minibus as required
- Be responsible for small groups of students whilst driving the minibus
- Complete documentation on daily inspections of the minibuses
- Be responsible for the routine cleaning of the minibuses

## **Personal Responsibilities:**

- Hold positive values and attitudes and adopt the highest standards of professional conduct in line with our Professional Principles Policy.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

## **Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

## Person Specification

Attribute	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Appropriate qualification/s and/or significant experience in field.</li> <li>• Full, clean driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Further or higher education qualification/s in related field/s.</li> <li>• MiDAS held or be willing to undertake appropriate training if needed.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>• Ability to work constructively as part of a team, understanding academy roles and responsibilities including own.</li> <li>• Ability to improve own practice/knowledge through self-evaluation and learning from others.</li> <li>• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to absorb and understand a wide range of information and deal with confidential issues appropriately.</li> <li>• Must have a good knowledge of all aspects of Health and Safety.</li> <li>• Ability to operate a range of ICT equipment and other specialised resources.</li> <li>• Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</li> <li>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety, including COSHH.</li> <li>• Knowledge and understanding regarding Safeguarding, Child Protection and Prevent.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of establishing and reviewing development plans and risk assessments.</li> <li>• Working knowledge of construction/building regulations.</li> <li>• Working knowledge of stock control for cleaning materials, including the ordering process.</li> <li>• Familiar with EVERY</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Initiative and ability to prioritise one's own work.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of a relevant trade e.g. electrical, plumbing, construction.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Able to follow direction and work in collaboration with line manager and leadership team.</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Ability to reach and bend, and to carry out some heavy lifting.</li> <li>• Able to work evening and weekends and attend out of hours emergencies.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of Child Protection and Safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the Academy's ethos, aims and its whole community.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or similar establishment.</li> <li>•</li> </ul>
<b>Continuous Professional Development</b>	<ul style="list-style-type: none"> <li>• Evidence of commitment to Continuing Professional Development</li> </ul>	
<b>Other Conditions</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> </ul>	

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