

JOB DESCRIPTION AND PERSON SPECIFICATION

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| <u>Job Title:</u> Site Manager | <u>Grade:</u> F (pt. 14-19) |
| <u>Role Profile:</u> Facilities Support | |
| <u>Overall Purpose of Job:</u> As the Site Manager, you will play a lead role in ensuring the academy has a safe, warm, clean and welcoming environment for all who work in, learn at and visit the academy. You will manage the site staff, using your initiative, working flexibly in your approach with the ability to communicate effectively at all levels. You will manage the Health & Safety system for the academy ensuring that all tests and maintenance schedules are carried out and recorded efficiently. You will ensure the security and safekeeping of the academy premises, facilities and property including having key holder responsibility. | |
| <u>Category of Academy/School:</u> Age range: Secondary (up to 1000 students) Multiple sites: No | |
| <u>MAIN RESPONSIBILITIES</u> <ol style="list-style-type: none"> 1. You will open and lock the academy premises and facilities, checking for intruders/vandalism and ensuring the premises/site is secured at the end of the day including setting alarms 2. You will line manage the site staff in the academy to ensure service delivery needs are achieved 3. You will ensure regular and routine security checks and site inspections are carried out to identify any risks/issues, responding to any security concerns and be a physical presence on site 4. You will manage reports of debris/damage and ensure repairs are completed efficiently 5. You will respond to alarm system alerts as required 6. You will manage the effective operation of the site security equipment (e.g., CCTV) to ensure the premises are continually monitored and appropriate protocols observed 7. You will ensure regular checks of the site security systems (e.g., CCTV, intruder alarm) is completed in accordance with policy and records maintained and recorded on the Health & Safety system 8. You will liaise with the Police as required 9. You will ensure regular patrols of the car parks and perimeters throughout the day and during periods of night time activities 10. You will ensure weekly checks of the audible fire alarm system is completed and recorded on the H&S system, ensuring any concerns raised are addressed swiftly 11. You will liaise with the Principal to ensure a fire drill is completed on a termly basis and recorded on the H&S system 12. You will ensure monthly emergency lighting tests are completed and recorded on the H&S system, ensuring any concerns raised are addressed swiftly 13. You will carry out monthly external site safety inspections, completing relevant documentation and uploading this into the H&S system 14. You will carry out monthly internal site safety inspections, completing relevant documentation and uploading this into the H&S system 15. You will ensure monthly inspections are completed of the PE/Gymnasium equipment and recorded on the H&S system, ensuring that any concerns raised are addressed swiftly 16. You will ensure monthly water quality sampling is carried out in accordance with the processes for prevention of legionella and ensure a legionella risk assessment is completed in accordance with policy and uploaded into the H&S system | |

17. You will ensure monthly checks of the minibus are carried out in accordance with the minibus policy and ensure the checklists/records are uploaded to the H&S system
18. You will ensure a regular fire risk assessment is completed in accordance with policy, recorded and uploaded to the H&S system
19. You will ensure asbestos records are regularly reviewed in accordance with policy and any changes noted with all documentation recorded and uploaded to the H&S system (even when no changes apply)
20. You will ensure regular checks are completed on air conditioning units throughout the academy in accordance with policy, recorded and uploaded to the H&S system
21. You will ensure regular checks are completed on lightning conductors in accordance with policy, recorded on the H&S system
22. You will ensure the safe storage of, and adequate stock of, equipment and materials used to clean and maintain the academy, ensuring orders to replenish stocks are placed as necessary and in accordance with policy and procedures
23. You will promptly respond to requests/situations requiring emergency cleaning and basic maintenance to ensure the fabric of the building, facilities or equipment is safe, repaired or maintained as required
24. You will manage and assist in providing safe and secure access to allocated areas in order to facilitate learning, community use and utility or emergency service activity, ensuring the safe and secure conduct of their activities
25. You will ensure annual checks of equipment and service/maintenance schedules in the science and technology departments are completed (including workshop machinery, fume cupboards, kilns, dust and fume extractors and local exhaust ventilation) and recorded on the H&S system
26. You will ensure awareness of the provisions of any health and safety regulation in force and address any matters of concern swiftly
27. You will ensure all first aid points are well maintained and always stocked with required items
28. You will ensure toilet facilities are well maintained and always stocked with the necessary sanitary equipment
29. You will attend and play an active part in the academy's Health & Safety committee
30. You will ensure compliance with service or maintenance schedules (e.g. heating and boiler systems, lighting, water, gas, telecommunications, fire alarm and security), monitor performance and identify areas of concern, making full use of the H&S system for logging /reporting jobs
31. You will monitor the consumption of energy and water through meter readings and maintain approved records including any concerned with energy conservation matters
32. You will oversee and monitor the regular electrical testing of portable electrical appliances (PAT testing) and fixed wire testing in accordance with policy and maintain the appropriate records and uploading to the H&S system
33. You will oversee and monitor the regular audit of portable fire equipment in accordance with policy, updating records in the H&S system
34. You will oversee the service and maintenance schedules for PE/Gymnasium and playground equipment and ensure accurate records are maintained on the H&S system
35. You will ensure the site is free from litter and graffiti and external waste bins are regularly emptied
36. You will oversee the regular inspection and reporting on the internal and external fabric and grounds, ensuring paths, access points and entrances are clear to ensure safe passage at all times and take or recommend appropriate action as required
37. You will place orders with contractors and external providers, obtaining quotes when necessary in line with policy, for day to day repairs, breakdowns and additional equipment and oversee the delivery of materials and equipment to ensure required standards are delivered
38. You will oversee work carried out by contractors and external providers to ensure it is completed to the required standard, checking and signing off invoices for payment
39. You will check for and promptly respond to requests and ensure work is carried out to address appropriate/minor repairs/maintenance work and arrange for work to be carried out by specialist contractors where required, in accordance with policy and procedures
40. You will ensure furniture, materials and equipment are available, stored safely and in a good state of repair prior to and on completion of use, ensuring appropriate assistance is provided when items need to be moved around the academy
41. You will deal with requests/situations at such times when lettings frequent the academy premises
42. You will ensure that contractors and other suppliers/companies carry out their duties with due regard and respect for the academy premises, property and people
43. You will ensure facilities are unlocked and available as required by external organisations under letting arrangements
44. You will manage the lettings of the academy facilities to external organisations
45. You will ensure appropriate use of facilities by external organisations under the lettings arrangements

46. You will ensure facilities and academy premises are secure follow external organisations leaving the site under the lettings arrangements
47. You will monitor students general conduct and behaviour and intervene to resolve routine issues using appropriate techniques and skills in line with policy to restore a safe and calm atmosphere conducive to learning and ensuring the wellbeing and safety of students, staff and visitors
48. You will engage immediate assistance from senior colleagues in the event of serious incidents, or in extreme cases the emergency services, to provide an appropriate response to restore calm and safe atmosphere conducive to learning

General

49. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay
50. You will participate in training and other learning activities and performance development as required
51. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
52. You will ensure strict confidentiality in all areas of work.
53. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
54. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
55. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
56. You will always comply with the Trust's policies and procedures.
57. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- GCSE grade C/4 or above (or equivalent) in both English and Maths (C)
- COSHH regulations certificate (C)
- Proven experience of working within COSHH relations (I/R)
- Good knowledge of manual handling and moving procedures (A/I)
- Proven experience of operational practices, working methods, quality standards, security issues, work schedules and priorities relating to a full range of site facilities services (A/I/R)
- Clear understanding of the issues associated with Health and Safety and site security (A/I)
- Basic building and grounds maintenance skills with the ability to undertake routine maintenance and repair or make safe in an emergency (A/I/R)
- Good knowledge of moving and handling techniques (A, I)
- Good ICT skills and a willingness to develop ICT knowledge and skills (I, R)
- Good understanding of order processing and stockholding procedures (A/I)
- Proven ability of maintaining appropriate records (A/I)
- Proven experience of site management in a school or similar environment (A/I/R)
- Proven ability to respect and maintain confidentiality (A/R)
- Excellent organisational skills, including planning and time management (A, I, R)
- Flexibility and the ability to work calmly and quickly under occasional pressure (A, I, R)
- Resourcefulness and the ability to multitask and prioritise (A, I, R)
- A passion for quality, coupled with integrity and optimism (A, I)
- Strong interpersonal, written and oral communication skills, with the ability to deal confidently with a wide range of people (A, I, R)
- Ability to relate well to children and adults (A, I, R)
- Flexibility of approach, adapting to workloads and staffing levels (A, I, R)
- Flexibility of working hours to meet the needs of the academy (I, R)
- Common sense (A, I, R)
- Ability to work as part of a team (A, R)

- Strong DIY skills (A, R)
- Personal resilience in a busy workplace (A, R)
- Approachability with a sense of humour and proportion (A, I, R)

Desirable

- Proven experience of successfully managing and leading a team (A, I, R)
- First aid at work qualification (C)
- Experience of working with education staff and school aged children (A, I, R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Trustworthy
- Honest
- Flexible
- Punctual
- Reliable
- Team player
- Approachable
- Proactive
- Uses initiative
- Clearly communicates
- Resilient
- Positive

CONTACTS AND RELATIONSHIPS

Managers - in daily contact with senior leaders/Principal within the academy

Support Staff – in daily contact with support staff who are involved in finance, administration, cleaning, catering, site supervision and health and safety.

Trust Staff – in regular contact with Trust staff within facilities and health and safety.

External – in regular contact with suppliers, contractors, utility providers, emergency services as required

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check and barred list.