



# ASPIRATIONS

## JOB DESCRIPTION

<b>Job title:</b>	Site Manager		
<b>Reports to:</b>	Regional Facilities Manager/SLT		

### Main job purpose

Work under the direction of the Academy SLT and the Regional Facilities Manager to ensure that the school's buildings, site, and furnishings are safe, secure, and maintained to Health and Safety standards as defined by the Academy and Health & Safety legislation.

### Main responsibilities and duties

#### You will need to:

- Under the direction of the Academy Site SLT and Regional Facilities Manager, provide caretaking, building repair and maintenance, and cleaning services as required.
- To assist with procedures when emergencies arise, including any associated repairs.
- Assist in the programme of internal decoration and carry out any agreed improvements while ensuring compliance with Health and Safety standards.
- Liaison with external contractors whilst on-site, ensuring that work is completed in line with specifications and to the required standard. Take any appropriate action to resolve problems.
- Report to the SLT and Regional Facilities Manager on alterations and repairs to buildings.
- Assist the Regional Facilities Manager in completion of the annual maintenance plan and longer-term maintenance requirements.
- Support the day-to-day operational responsibility for all security activity within the Academy site.
- Attend site out of hours in accordance to 24hr call out rotas. Responding to alarms and other emergencies.
- Assist the SLT and Regional Facilities Manager in managing various out-of-hours work on evenings and weekends.
- Routinely monitor the operation of the fire alarm, fire doors, lighting, heating, water testing, plumbing and security systems.
- Detect and report any building defects, advising school management on any Health and Safety issues. Undertake any minor repairs and general maintenance.
- Arrange and/or carry out the movement of furniture and equipment within the site. Assist with general portorage duties, including the distribution of items delivered to the school site.
- Ensure the school grounds remain tidy and the equipment is kept in good order. This will include cleaning external drains, gullies, litter picking and sweeping duties.
- Assist the SLT and Regional Facilities Manager in ordering/purchasing equipment and supplies within the budget agreed with school management, ensuring value for money is obtained.
- Ensure all allocated equipment and materials are stored safely in order to prevent accidents/misuse. Issue soap, toilet rolls, paper towels and such other items as required by the school.
- Be aware of Health and Safety issues around the site and work in accordance with safe practice and Health and Safety legislation.
- Respect any and all confidential information.

- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities Legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.
- The post holder will be a premises key holder for one or more AAT sites and responsible for timely openings in accordance with variable rota patterns. The post holder would also be expected to work at other AAT schools from time to time to cover any absences.
- Be able to work alone or as part of a team.
- The ability to meet physical demands of the post which will require substantial activity around site that includes walking, standing, lifting, bending and operating cleaning equipment.

#### • **Supervision and Management of People**

- The post holder will have no formal line management responsibilities for other staff. The post holder may be required to provide some on-the-job training for new recruits.

#### • **Knowledge and Skills**

- Experience and knowledge of buildings and associated trades.
- The post holder must be willing to undertake training in the use of specialist machinery.
- Manual Handling training, Control of Substances Hazardous to Health (COSHH) certificates and, if required, a Portable Appliance Testing (PAT) qualification. Training can be provided.

#### • **Creativity and Innovation**

- Under the direction of the SLT and Regional Facilities Manager, identify and respond to any problems arising from faults in or breakdown of machinery, equipment or facilities.
- The post holder may be required to respond to incidents occurring both inside and outside of school hours and be flexible with variable shift patterns.
- Under the direction of the Regional Facilities Manager, assist in implementing or making appropriate arrangements for repairs to be carried out as authorised by the school and in line with agreed policies and procedures.

#### • **Contacts and Relationships**

- Maintain regular contact with the Regional Facilities Manager to report on site management issues. Assist in providing information for the making of reports to the Governing Body.
- The post holder may have contact with other staff members, pupils and parents when reporting on issues related to site management.
- Assist the Regional Facilities Manager in making contact with contractors to obtain quotes for work schedules and liaising with contractors when on-site to ensure pupil safety and that Health and Safety procedures are adhered to, and that contractors are made aware of relevant school procedures.
- Maintain contact with school staff and other external bodies as to site maintenance and inspections from outside agencies.

#### **Support yourself by:**

- Committing to improving your own practice through self-evaluation and reflection
- Following academy policies consistently
- Being organised and keeping appropriate and quality records that will help you to share information quickly and accurately, for example in using academy computer/paper-based systems.

**Other:**

- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Supervision of all students on the school premises during the break times, both in the school buildings and grounds. This can involve supervision of children before, during and after they have eaten their lunch.
- To maintain high expectations in terms of behaviour from the students and to follow the academy's behaviour policy.
- To ensure Health and Safety regulations are complied with at all times
- To ensure the safety of students at all times
- To liaise with other members of staff and parents
- To be point of contact and communication between parents and teacher when necessary.

**Knowledge & Skills**

- The ability to interpret, analyse and disseminate information through a range of different channels to all levels of staff.
- Competent in the use of IT systems.
- Communication
- Organisation
- Interpersonal skills
- Flexibility in working times on occasions
- Recognising own strengths and areas of expertise and using these to advise and support others.
- The ability to be flexible and creative with strategies.
- To be able to work accurately, under own initiative and to work in an organised and flexible manner.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Appraisal process

**Supervision and Management**

- The post holder will be expected to work for substantial periods unsupervised and to organise own workloads and priorities.
- To show a record of excellent of attendance and punctuality.
- To adhere to the Academy's dress code.

**Problem Solving and Creativity**

- To deal with changing and conflicting deadlines and frequent interruptions to work on a day-to-day basis.
- Supervision and allocation of staff training.

**Key Contacts and Relationships**

- Close contact and consultation with all levels of staff within the school, the Trust and external bodies.
- Liaison with the IT Team
- Liaison with relevant staff from other schools within the trust as needed.

**Decision Making**

- Know when to seek help and advice.
- To establish and maintain clear systems and rationale
- Recognising own strengths and areas of expertise and using these to advise and support others.
- Work to set deadlines and to prioritise own workload.

### Working Environment

- Working throughout the site on more than one floor.
- General office equipment – to include access to a computer, printer, photocopier, fax, telephone etc.
- More specialist Site Team equipment, including power tools and hand tools.
- Spilt site
- Subject to frequent periods of lone working
- Travel to other AAT sites when required to assist other Academy Site Teams as and when requested by the Trust.

<b>Job description prepared by:</b>	HR/SLT
<b>Date:</b>	September 2020

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you, this job description may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.