

## JOB DESCRIPTION

### Job Details

Post Title	Site Manager
Responsible to	Line Manager

### Purpose of job

Responsible for the security of the premises and related health and safety, maintenance and cleaning within the school.

### Responsibilities

1. Be responsible for ensuring the security of school buildings and site. Act as a designated key holder, providing out of hours and emergency access to the school site.
2. Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
3. Develop and implement the annual long term maintenance requirements to support a cost effective maintenance programme.
4. Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms).
5. Responsible for ensuring regular maintenance checks and follow-up actions are carried out.
6. Arrange tenders and quotes and manage the appointment of external contractors. Responsible for contractors whilst on site and ensure work is completed to the required standard.
7. Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation.
8. Management of the site and grounds team ensuring a prompt and efficient service is provided at all times.
9. Management of the designated site budget, under supervision of senior staff.
10. Management of planning, monitoring, and operation of contingency arrangements.
11. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some or all of the following:

1. Transporting on a school minibus academy staff and/or pupils as and when required (full accreditation and licensing required).
2. Ensure the operation and maintenance of specialised equipment following training, for example swimming pools and sports/theatrical equipment.
3. Provide formal training on health and safety issues to other staff.

### Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Site Manager will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### Student Care Role

- The Site Manager will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### **Training and Development**

- Training and development will be given to ensure that the Site Manager is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Site Manager will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Site Manager is employed for 37 per week for 52 weeks.

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

### **Performance Management**

The Site Manager will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### **Appraisal**

The Site Manager will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.