



JOB DESCRIPTION AND PERSON SPECIFICATION

| | |
|-----------------|--|
| Job Title: | Site Manager |
| JD Reference: | CMAT 008 |
| School/Academy: | Lincroft Academy (potential to include two primary schools) |
| Weeks: | 52 Weeks |
| Hours of work: | 37 Hours – shift pattern in place including early mornings and evenings. |
| Salary: | Grade 8 Point 19 - 24 |
| Responsible to: | Area Manager / Principal |

| | |
|-----------------|--|
| Role: | To improve the productivity of the Trust's sites and to carry out pre-planned maintenance programmes in conjunction with the Area Manager/Principal and to promote the efficient use of the Academy's assets to support the educational objectives of the sites. |
| Purpose of job: | To be responsible for all aspects of site management for all agreed sites including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, monitoring contracts/contractors, lettings, monitoring routine maintenance and refurbishment and minor repairs. |

Responsibilities and Accountabilities:

- Site Maintenance – ensuring the academy buildings are fit for purpose and that all planned and reactive maintenance is carried out to both buildings and grounds as required. An annual schedule of required works will need to be maintained and liaison with contractors required.
- Planning – ensuring a premises development plan, including energy conservation, is progressed by costing and planning projects to ensure best value and agreeing an annual program of work in conjunction with CMAT estates team.
- Fire & Security – ensuring all systems are maintained and tested and that relevant policies and procedures are in place and regularly updated. This role will also require the post holder to brief staff and students in the safe evacuation of the building and to arrange appropriate practices in consultation with the Principal.
- Health & Safety – ensuring the Academy complies with current legislation, including the maintenance of appropriate records in conjunction with CMAT Estates. This will require the post holder to maintain appropriate risk assessments for all areas of the builds and to liaise extensively with teaching and support staff. Ensure frequent physical and system/procedural audits are undertaken to ensure compliance.





- Cleaning & Welfare – ensuring that the site is kept clean and tidy to ensure an environment suited to learning. The post holder will be required to manage the cleaning contract on all sites.
- Portering – to manage the provision of portering services across the school sites. The post holder will be required to ensure that classrooms and examinations are set up in accordance with the requirements of the school's teaching and examinations staff. They will also ensure that all deliveries made to the building are logged accordingly.
- Budgets – the post holder will oversee the budgets for all the school to a value of over £100K and work with business managers, finance teams and site officers to make sure ordering processes are kept to and money saving exercises are taken.
- Contracts and utilities – to manage contractors and arrange visits for sites in conjunction with CMAT estates, business managers, finance teams and site officers.
- Be a key part within the area team, working alongside the area manager.
- The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.
- This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Support for School/Academy/Place of work:

- Participation in staff events by arrangement.
- Attend Staff Meetings.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices and procedures.
- The normal working week will be as agreed and contracted with a maximum of 37 hours. These hours will be worked between 0600 and 2200 Monday to Friday. All work within this period will be carried out as part of the normal week's work.
- The periods of work within the time limit will be flexible and the normal hours of duty of the Site Manager will be planned to cover the needs of the school - particularly weekday lettings. The hours of duty may vary from day to day.
- Hours authorised by the Area Manager in excess of full-time hours will be paid at the overtime rate.

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.





Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the Trust on all issues to do with Health, Safety & Welfare.
- To work/operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments.
- Physically able to undertake manual work and to perform tasks set out in this job description.
- Contribute to the maintenance of a safe and healthy environment.

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and development related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022





Person Specification – Site Manager

Assessment Key:
A = Application Form
I = Interview

| Education and Qualification | Essential | Desirable | Assessment |
|---|------------------|------------------|-------------------|
| Good educational background with GCSE or equivalent in English Language | ✓ | | A/I |
| Experience | Essential | Desirable | Assessment |
| Experience of customer interface | ✓ | | A/I |
| Experience of working in the education sector | | ✓ | A/I |
| Experience of working with young people | | ✓ | A/I |
| Experience of working as part of a team | ✓ | | A/I |
| Knowledge, Skills and Abilities | Essential | Desirable | Assessment |
| Knowledge of using different IT software such as Microsoft Office, Email. With training, use the school management information system. | ✓ | | A/I |
| The interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person) | ✓ | | A/I |
| Ability to establish good working relationships with colleagues | ✓ | | A/I |
| Ability to work as an individual, as well as part of a team | ✓ | | A/I |
| Ability to work using own initiative | ✓ | | A/I |
| Ability to remain calm and professional at all times | ✓ | | A/I |
| Personal Qualities | Essential | Desirable | Assessment |
| Highly motivated and enthusiastic | ✓ | | A/I |
| Committed and reliable | ✓ | | A/I |
| High professional standards | ✓ | | A/I |
| Excellent timekeeping | ✓ | | A/I |
| Child Protection | Essential | Desirable | Assessment |
| Support the Academy policies on safeguarding and child protection. | ✓ | | A/I |
| Other | Essential | Desirable | Assessment |
| Flexibility of working hours | ✓ | | A/I |

