SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	Site Manager
CONTRACTED HOURS	The post holder will be expected to undertake rotating shift work. There will be occasions when the days and hours will need to be flexible to cover site team leave and may include late evening and occasional weekend work. Normal shift patterns will rotate: Week 1 06:45am to 14:45pm and Week 2 11:00am to 19:00pm Monday to Friday
LOCATION	Newmarket Academy, flexible across the Trust
GRADE / SCALE POINT – SALARY	Grade 4 SP 9-12

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

Under the direction of the Senior Site Manager (with guidance from the Trust Site & Site Premises team), the post holder is responsible for carrying out maintenance, repairs, development and operation of the school buildings facilities and site services. The role will also require regular weekly and monthly compliance checks and document findings on compliance software. Whilst this will be predominately in one location, there may be occasions when support will be required at another Trust school.

KEY TASKS & RESPONSIBILITIES

Security

- Ensure that practices and procedures defined for the total security and safe use of school premises are complied with including;
    - To be a nominated key holder
    - Ensure premises are unlocked, locked & secure
    - Ensure lights are turned off and windows are closed

- Operation of alarms -Be on call in the event of emergencies. You may be called out at unsociable hours or at weekends to deal with security problems/alarm call outs, make emergency repairs or allow access to any contractor who may be working on site, in school holidays or weekends
    - Be available for school events out of normal school opening times such as parent evenings,
    - Ensure fire doors are operational and test alarms

- Take a pro-active role in identifying and implementing improvements to site security
- Ensure all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse

Caretaking

- Provide orders to keep supplies well stocked
- Set out furniture in rooms when required for lettings or school events and assemblies
- Manage site waste by emptying external site bins during late shifts

Cleaning

- Ensure all walls, doors and skirting boards are kept clean. Undertake repainting when necessary
- Being available to cover for the cleaning team staff during times of absence and undertake cleaning tasks as required

Minibus Driving

- To collect and return Academy Students to/from local events and occasional trips to further destinations such as UK Airports

- Keeping school buildings, fields and paths clean and litter free
- Cleaning and maintenance during school closures in accordance with specification

Site Maintenance

- Undertake routine building and site maintenance work as required
- Maintain a maintenance schedule and ensure work is booked in accordingly. Monitor routine attendance of outside agencies such as grass cutting, servicing of boilers / air conditioning, bin collections to ensure they are being completed within the terms of their agreement
- Ensure all outside services are maintained, including drains and hard surface areas
- Monitor the standards of cleaning and grounds maintenance and report problems without delay to the Senior Site Manager.
- Contribute towards the school Health and Safety policies, ensuring they are implemented and closely monitored; Ensure all relevant Health and Safety checks are undertaken and recorded; Ensure that energy and conservation policy and procedures are complied with

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.

2. Participate in training and other learning activities and performance development as required.

3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.

4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.

5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Experience, qualifications and training	Caretaking or site keeper in a school or similar environment	NVQ 1 and 2 in Cleaning and Support Services or equivalent Handy person or DIY experience MIDAS minibus training Hard and soft landscaping experience PASMA and IPAF training
Job related knowledge, aptitude and skills	Good numeracy and literacy skills Ability to manage work programmes Working knowledge of health and safety procedures and regulations e.g. COSHH Knowledge of moving and handling procedures Knowledge of cleaning procedures required to meet specified standards Ability to work in accordance with the school's health and safety policies and the code of safe working practice for caretaking and premises staff Ability to work to deadlines Initiative and ability to work without supervision Ability to undertake general building maintenance Ability to lift and carry heavy items Ability to demonstrate a practical approach to problem solving Basic plumbing, carpentry, decorating and landscaping skills Ability to assist in the management of contractors	
Personal qualities	Ability to communicate with a wide range of people Initiative and the ability to work without supervision Be flexible to changing demands of the post Be a reliable and flexible team player	Take pride in a job well done Be happy and have a sense of humour
Physical	Must be in good health	

Other	Full driving licence, including mini bus use, and use of own car (mileage payable in accordance with Trust policy)	