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| Post Title: | Site Manager   |
| Reports to: | Academy Business Manager   |
| Location:   | Academy based  |
| Salary:     | OAT Grade 6, (£32,597 to £36,363) less than 950 Pupils   |
| Status:     | Full Time permanent, all year round  |
| Hours:      | 37 hours a week, flexible to meet the needs of the business.<br>Work outside of academy hours may be required.<br>Shift work across opening hours of school. |

### Core Purpose

Lead the operational management, maintenance, and compliance of the academy premises, including buildings, grounds, security, cleaning, and associated services. Ensure the site is safe, compliant, and fit for purpose, supporting high-quality teaching and learning environments. Work with the Principal, Senior Leadership Team, and Trust estates function to plan and deliver maintenance, capital projects, and long-term estate strategies. Act as the lead for energy and sustainability, driving efficiency and adherence to Trust policies. Develop, implement, and monitor systems to evaluate the quality, effectiveness, and compliance of facilities management services.

### Key Responsibilities

#### Estates & Facilities Management

- Oversee and lead as a responsible person, the day-to-day management, maintenance and operational output of the hard and soft services of all academy buildings, grounds, and infrastructure.
- Ensure all teaching and support spaces are safe, compliant, and fit for purpose.
- Implement and manage a Planned Preventative Maintenance (PPM) programme.
- Manage reactive maintenance systems, ensuring timely resolution of issues via central helpdesk systems.
- Maintain accurate records of site activities, assets, and compliance using Trust systems.
- Ensure effective waste management, cleaning standards, and site presentation.
- Support academy events and lettings by coordinating operational and site requirements.

#### Health & Safety & Compliance

- Lead on all site-related health and safety matters, ensuring compliance with statutory and Trust requirements.
- Develop, implement, and review policies, procedures, and safe systems of work.
- Ensure completion of compliance checks including (but not limited to):
  - Fire alarms, extinguishers, and evacuation procedures
  - Water hygiene (legionella)
  - Asbestos management
  - Equipment safety inspections
- Lead and coordinate emergency procedures including fire evacuations and lockdowns.

- Maintain and review Risk Registers, Critical Incident, and Business Continuity Plans.
- Ensure COSHH compliance across the academy.
- Promote a strong health & safety culture through training, communication, and monitoring.

### **Contractor & Project Management**

- Lead the procurement, tendering, and management of all estates-related contracts.
- Oversee contractors onsite, ensuring:
  - Risk Assessments and Method Statements (RAMS) are reviewed and approved
  - Permits to work are issued
  - Safeguarding and compliance requirements are met
- Monitor contractor performance against KPIs and contractual obligations.
- Act as project lead/coordinator for capital works and major maintenance projects.
- Work with Trust estates teams on condition surveys, asset planning, and project delivery.

### **Energy & Sustainability**

- Act as Energy Champion for the academy.
- Monitor and analyse energy consumption (gas, electricity, water).
- Optimise building management systems and operational practices.
- Identify and implement initiatives to improve energy efficiency and reduce costs.

### **Security & Operations**

- Ensure the academy site is secure at all times, including management of alarm systems, CCTV, and access control.
- Act as key holder and participate in out-of-hours emergency response where required.
- Ensure effective arrangements for adverse weather, site closures, and emergency access.
- Oversee management of academy vehicles where applicable.

### **Line Management**

- Line manage site staff, including caretaking, cleaning, and support teams.
- Oversee cleaning and associated service contracts.
- Lead recruitment, induction, training, and performance management of staff.
- Ensure staff follow safe working practices and use appropriate PPE.
- Identify and support ongoing training and development needs.

### **Financial Management**

- Work with senior academy and trust leaders to develop and manage estates and facilities budgets.
- Monitor expenditure and ensure value for money in all procurement activities.
- Ensure compliance with trust financial procedures.

- Support funding bids and capital investment proposals.

### **Strategic Planning & Reporting**

- Lead development of Premises Development and Asset Management Plans.
- Provide regular reports to senior leaders on estates performance, risks, and priorities.
- Support delivery of School Improvement Plans through effective estates management.
- Analyse data from helpdesk and compliance systems to inform planning and decision-making.

### **Operational Duties**

- Ensure effective site opening, closing, and daily operational readiness where required.
- Coordinate portering, logistics, and internal moves.
- Maintain stock levels of site supplies and equipment.
- Liaise with internal stakeholders to support non-standard use of facilities.

### **General Duties**

- Comply with all Trust policies, procedures, and statutory requirements
- Maintain confidentiality and adhere to GDPR principles
- Promote safeguarding and the welfare of children at all times
- Contribute to a positive organisational culture, modelling professional conduct and equality principles
- Work flexibly to meet operational needs, including occasional out-of-hours duties
- Always promote the welfare of children and young people, adhering to the academy's safeguarding policies and procedures
- Report concerns regarding the safety or wellbeing of students promptly
- Contribute to a positive academy ethos, promoting safeguarding, equality, and professional conduct

**Any other duties commensurate with the grade and nature of the job description.**