

## Job Description

*Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

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**Job Title:** Site Manager

**Reporting to:** Headteacher

**Responsible for:** Cleaning staff

### Overview

#### Core purpose

- To oversee the site management of designated school(s).
- To liaise with all stakeholders to co-ordinate maintenance and capital works within the school in line with agreed plans.
- To ensure appropriate training and development programs are in place for all the premises staff at the school.
- To demonstrate best practise in the management of school premises.
- To provide line management of the Cleaning Team deployed at the school.

#### Specific responsibilities

##### Maintenance

- Identify and undertake appropriate repairs on a timely basis to maintain and improve the fabric of the school and to prevent any loss of learning time.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.
- To organise and carry out decoration programmes and improvement work as agreed with the Headteacher.
- To be responsible for the operation of a preventative planned maintenance programme.
- Operation and maintenance of heating, plant and lighting systems.
- To ensure all statutory compliance checks are completed and recorded.
- Undertake regular site inspections, with follow up programmes of works.
- Collect and assemble waste for collection.
- Undertake cleaning duties and specialist cleaning tasks.
- Coordinate deliveries to the school's site.
- Monitor performance of contracts and record performance against specified standards.



- Liaise with contractors to ensure quality, adherence to programmes of work and Health and Safety requirements.
- Supervising the cleaning team.
- Provide training for staff.

### Resources

- To advise on matters relating to the control of building costs and resources. To proactively seek to reduce waste.
- Contribute to planning, development and organisation of systems/procedures/policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- Manage and monitor relevant budgets ensuring best value is obtained in line with Trust financial regulations.

### Security and Safety

- To be responsible for the safety and security of school buildings, including the operation of CCTV systems.
- Undertake regular security checks and identify security risks.
- Take remedial action as required e.g., after break-ins, board up windows/doors, reglaze small internal windows
- Monitor fire safety equipment and assist School leadership in carrying out fire drills.
- Operate and respond to alarm systems where appropriate.
- Liaise with police, security and surveillance contractors as required.
- Provision of access to the building and grounds to authorised persons at all reasonable times.
- Provide access to the school as may reasonably be required outside normal hours of opening including access in the event of an emergency.
- Ensure that heating plant and equipment is effectively and efficiently operated
- Undertake regular Health & Safety checks including water testing, temperature control and others.
- Carry out risk assessments and COSHH procedures as appropriate
- To be responsible for ensuring clear and safe pedestrian access to the school, particularly in adverse weather conditions (e.g. snow clearing, gritting) and as far as possible staff vehicular access.
- To undertake safety audits of the premises and assist with relevant risk assessments as required.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Maintain a register of keys

- Request unauthorised users of the site to leave calling for attendance from the police if necessary.
- Carry out procedures in the event of fire, flood, breaking and entering accident or major damage.
- Ensure all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish.

### Organisation and Managerial

- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Liaise with the Headteacher and other staff within the school to understand the maintenance needs of users
- Provide specialist advice and guidance as required.
- Porter duties e.g. moving furniture and equipment.
- Direct/supervise cleaning and site staff and ensure cleaning is in accordance with specification.
- Undertake line management responsibility for all other Site and Cleaning staff.
- To organise a site and buildings rota to ensure any community use is adequately staffed.
- Take an active role as a member of the School's Health & Safety Committees.
- Project Manage all repairs and maintenance.
- Monitor the operating costs of the grounds, buildings and associated resources.
- Plan the work allocation of him/herself, deputies, cleaners, grounds maintenance contractors to meet the requirements of the school and carrying out normal supervisory duties.

### Facilities Letting and Community Use

- To supervise community users to ensure protection of the school assets.
- To liaise with users to ensure the customer's reasonable requirements are met.
- To ensure the building is always ready for normal educational use following any community use.

### General

- Support the overall Christian ethos of the Trust
- Be a part of the BDMAT Central Team/School Team
- Be familiar and comply with all relevant health and safety, operational, personnel, safeguarding, data protection GDPR and financial regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Commitment to own continuous professional development.
- Operate as directed within any setting across and beyond the BDMAT, mindful of the post-holder's life-work balance.

- Willingness to work flexibly, sometimes outside of normal core hours, in response to service demands.
- Maintain the confidentiality of information acquired in the course of undertaking duties.

Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Headteacher.

### Health and Safety

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all MATs and schools change and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.



## Person Specification

| Knowledge/Qualifications and Experience   | Essential | Desirable |
|---|-----------|-----------|
| Hold or are working towards a suitable relevant qualification   |           | *         |
| Knowledge/experience of managing planned, preventative maintenance and compliance schedules   | *         |           |
| Experience of managing capital projects/contractors   | *         |           |
| Experience of supervising staff, such as cleaning staff   | *         |           |
| Knowledge/experience of requirements within Health and Safety legislation, including Fire Safety, COSH, Manual Handling, Asbestos Management and Legionella | *         |           |
| Practical skills in one or more of the following: plumbing, carpentry, painting and decorating, general building work                                       | *         |           |
| Experience of working within a school environment   |           | *         |
| Ability to follow and promote policies and procedures   | *         |           |
| Excellent interpersonal skills and a track record of establishing and promoting effective working relationships   | *         |           |
| Clear and persuasive communication skills, written and oral, including the ability to negotiate effectively   | *         |           |
| Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively       | *         |           |
| Customer focused attitude and proven ability to deliver service improvement and work to deadlines   | *         |           |
| Enthusiastic, motivated and committed   | *         |           |
| Ability to work as part of a team understanding BDMAT and schools' roles and responsibilities and your own position within these                            | *         |           |
| Commitment to Equal Opportunities   | *         |           |
| Proactive, positive and resilient   | *         |           |
| Willingness to work within the Christian framework of BDMAT   | *         |           |