

Aldercar High School

Job and Person Profile

TITLE:	Site Manager
GRADE:	Grade 9
CONTRACT:	Permanent
WEEKLY HOURS:	37 hours per week
WEEKS PER ANNUM:	52 weeks per year
<i>(Flexible working essential during daytime, evenings, weekends and school holiday periods)</i>	
RESPONSIBLE TO:	Operations Manager
RESPONSIBLE FOR:	All premises staff & a team of cleaners

PUPOSE OF THIS ROLE

Responsible for all aspects of the school's health and safety and facilities management, including premises staff, in order to provide a suitable healthy and safe environment for effective learning to take place, ensuring legislative requirements are met and work is delivered in accordance with agreed standards, specifications and budgets aligned to the aims and ambitions of the school.

OVERALL RESPONSIBILITY:

- Lead on long term site development plans and management of associated capital projects
- Ensure that practices and procedures defined for the total security and safe use of school premises are complied with.
- Take a proactive role in identifying and implementing improvements.
- Responsible for Health and Safety (including Risk Management) of the Site and buildings.
- Ensure relevant whole school, site cleaning risk assessments and COSHH procedures are in place.
- Contribute to school decisions regarding Premises Management and development, identifying risks and opportunities using innovative thinking to improve and develop site projects and services.
- Overall safety and security of the Site, taking necessary precautions to minimise loss or damage.
- Ability to work efficiently within strict deadlines and project timelines.

SPECIFIC DUTIES AND RESPONSIBILITIES

Management of Resources

- Act in accordance with Financial Regulations.
- Source resources, negotiate prices, place orders and receive goods. Organise estimates and tenders for contract work and ensure that all work is carried out in line with appropriate financial regulations.
- Manage the asset registers & maintain stock records and inventories in accordance with regulations.
- Manage specification and tenders for building including maintenance projects in conjunction with the Operations Manager.
- Manage the financial aspect of contracted and in-house services, negotiate renewable contracts as necessary, ensuring agreed standards of service are established and maintained from all external contractors. Review these services and make recommendations to Operations Manager concerning their development.
- To make recommendations on strategic matters relating to the management of the premises in terms of maintenance and future refurbishment.

- Review contractual obligations for outsourced school services.
- Liaison with the Operations Manager on all budgetary matters.
- Attend meetings with the Operations Manager and/or representative(s) from Embark as and when required.

Management of Staff

- Participate in the recruitment and provide induction and mentoring of staff.
- Performance management of allocated staff.
- Ensuring training and development needs of the team are met.
- Absence management and cover arrangements (including ensuring cover during the school holidays where appropriate).
- Create maintenance schedules and set routine programmes of work for cleaning staff, premises and grounds maintenance staff to ensure consistently high standards of hygiene, cleanliness, upkeep and safety of all school buildings and premises.
- Prioritising work within the team, allocating duties, delegating tasks and day to day supervision.
- Train, develop and motivate the team.
- Deal with discipline and grievance within the team, ensuring sensitivity to others points of view while meeting the business needs of the school and following school policy.
- Conducting team meetings to cascade information and discuss issues.
- Ensuring the health and safety policy is observed by the team at all times.

Maintenance and improvements

- To act as Project Manager and take strategic lead for all building works and capital projects.
- Develop and monitor short to long term site development plans.
- Ensure work is undertaken in the most cost-effective way and recommend corrective action when required.
- Undertake planning and organisation to ensure completion of work required to required standards and within predetermined timescales.
- Ensure all work is carried out in accordance with Health and Safety and planning and building regulations.
- Prepare reports and technical documentation and provide information as required.
- Conduct annual audits to assess the extent to which school and premises are meeting curriculum or organisational needs, are fit for purpose (space, fixtures and fittings), are safe and clean and that available space is effectively utilised.
- Carry out, and delegate where appropriate, the maintenance and upkeep of buildings fixtures and fittings, including repairs.
- Managing the reporting of building defects promptly and in order of priority when required, securing a range of estimates for work, placing orders and supervising all contractors to ensure work is carried out safely, efficiently and to specification.
- Producing detailed orders, specifications and information for the effective use by appropriate contractors.
- Oversee all plant and installations.
- Act as the duty holder for Portable Appliance Testing (PAT), keeping accurate electronic records and carrying out tests on a regular basis to meet legal requirements.
- Organise the servicing and maintenance of fixed plant and equipment including: heating, plumbing, electrics, fire and burglar alarms systems.
- Ensure that actual or potential hazards/defects on the school site are identified and rectified as soon as possible.

- Provide an on-site monitoring for all contracts relating to the premises and grounds.
- Develop the specifications of all contracts relating to maintenance and development of the premises and grounds.
- Monitoring energy and water use and effective operation of controls and systems to ensure efficient use.
- Management of the visits and subsequent reports, including legionella, glazing surveys etc.

Manual Handling

- To be responsible for staff awareness of manual handling issues.
- To be responsible for identifying manual handling risks faced by personnel on site and for taking appropriate action to minimise such risks.
- To advise on necessary training requirements for all staff and arrange training as appropriate.

Day to day operations

To be responsible for the efficient operation of the school buildings to include the following duties:

- Ensure that the premises are unlocked, clean, furnished and heated ready for use each day, liaising with the relevant persons regarding lettings, internal activities and functions, and room layouts.
- Liaise with other members of staff in respect of events and activities taking place on school premises and co-ordinate the movement of furniture, staging, equipment, and stock as appropriate.
- Ensuring prompt action in crisis situations e.g. flooding, snow, damage, burglar alarms, heating failure etc liaising with the emergency services as appropriate.
- Ensure that the premises are heated at the appropriate temperature.
- Ensure that the premises team are fully conversant with the running and maintenance of heating, plumbing, and alarm systems.
- Ensure adequate security arrangements to protect the school premises and contents.
- Ensure waste materials are disposed of or recycled in a safe and hygienic manner.
- To oversee the provision of facilities for booked lettings by liaising with community groups, lettings agency & private hirers. Ensuring the safe maintenance of the astro surface. Representing the school at community meetings as appropriate.
- To manage the school minibuses ensuring it is properly maintained and health and safety checks are complete. To manage, with support of reception, the booking system for the school minibus and manage the driver authorisation system.

Health, Safety and Security

- Act as Health and Safety Officer for the school (Buildings, Fabric and Equipment), including policy reviews and monitoring to ensure school compliance with current legislation.
- Support Health and Safety training initiatives and deliver components where appropriate.
- Assist with the investigation of accidents and incidents with implications for the school's facilities, ensuring action is taken to prevent a recurrence or minimise the risk as appropriate
- Ensure all statutory requirements are observed and adhered to, including Permits to Work etc. Be responsible for ensuring that all contract work carried out complies with the requirements of Health and Safety Regulations, in particular the Construction (Design and Management) Regulations 2007.
- Prepare and review Fire Policy documentation including Operational Fire Risk Assessment.
- Liaise with SLT members with responsibility for Health and Safety (staff and student activities) offering guidance and support as required.

- Liaison with Environmental Health department.
- Preparing reports on Health and Safety matters as required.
- Prepare and evaluate Risk Assessments on a regular basis for buildings, fabric and equipment.
- Setting up emergency procedures, including fire drills and, along with SLT (Health and Safety) taking part and managing the evacuation.
- Manage and plan for testing, on a weekly basis, the fire alarm system, monitoring service and maintenance of equipment. Liaise with the fire and security contractors to arrange for servicing and repairs.
- In the event of bad weather, ensure the site is cleared and the school remains open, providing safe access to buildings and classrooms in emergency situations.
- In respect of illegal entry to the premises and thefts at night or at the weekend attend as necessary, liaising with the local constabulary and communication with the Operations Manager.
- Be a designated key holder and to be available for call outs when necessary liaising with emergency service when required. Keepsafe are employed as first response.
- The postholder will undertake any other duties within the overall function of the post as reasonably required by SLT.

GENERAL DUTIES AND RESPONSIBILITIES:

- Take an active role in appraising own and departments work against agreed priorities and targets, undertake training and development activities relevant to the position.
- Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
- Support the aims and ethos of the school.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Maintain an awareness of Safeguarding Children and Safer Working Practice and Every Child Matters initiative.
- Carry out risk assessments and review annually for premises related activities. Under the guidance of the Operations Manager co-ordinate and manage the annual review of risk assessments relating to designated faculties. Identify opportunities and risks associated with the service and escalate/report to the Operations Manager.
- Actively support the School's Policies and Procedures
- Comply with the School's Health & Safety policy/procedures and ensure that staff, contractors, visitors and users of the school facilities do the same
- Participate in training and other learning activities as required
- Participate in the school's Performance Management (Appraisal) process
- To represent the school at events as appropriate
- To support and promote the school ethos
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

Aldercar High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON PROFILE

Job Title:	Site Manager	Ref
Job Family:	Business & Public Services	

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • NVQ level 3 Health and Safety in the workplace or equivalent • GCSE English and Mathematics or equivalent • Full driving license with Business Use • Professional qualification in Facilities Management or substantial experience. • Practical training and knowledge of relevant procedures and legislation 	<p>Mini-bus driver qualification</p> <p>Emergency First Aid at Work certificate</p>	Application Form Certificates
Experience	<ul style="list-style-type: none"> • Experience of working within facilities management • Experience of working to relevant procedures and legislation • Project Management • Previous work involving the use of MS Excel and word packages to present and manipulate data. • Experience and knowledge in the use of equipment including vehicles, machinery and plant. • Health and Safety knowledge and understanding relating facilities management • Building security • Heating technology and systems 	<ul style="list-style-type: none"> • Experience of working in an educational setting • Finance and budget management • Managing staff 	Application Form Interview
Skills and knowledge	<ul style="list-style-type: none"> • Professional manner at all times • Competent in the use of ICT • Excellent interpersonal and organisational skills • Ability to maintain and update records • Ability to plan and organise prioritising own and own others work • Good communication with internal and external stakeholders • Practical skills to undertake minor repairs and maintenance • Health and Safety Legislation & safe working practices • Security Procedures • Manage, motivate and develop staff • Awareness, understanding and commitment to equal opportunities, disability discrimination, data protection. • Physically fit and able to undertake manual handling & lifting, portage and maintenance 	<ul style="list-style-type: none"> • Financial management 	Application Form Interview
Personal Effectiveness	<ul style="list-style-type: none"> • Good organisational skills, work ethic and time management. • Ability to manage and develop a team and 		Application Form Interview

	<ul style="list-style-type: none"> monitor their performance. Ability to communicate effectively and appropriately with students, staff, parents, contractors and members of the public Team worker and team leader Integrity and reliability Resilience Effective time management Willingness to be flexible and adapt working hours to respond to the need of the role Ability to remain calm under pressure Ability to undertake general caretaking/minor repairs as required. Physical ability to lift and carry equipment and furniture Demonstrate a flexible, approach to work. 		
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