

Job title	Site Manager
Job type	Permanent
Job hours	36 hours pw x All Year Round (10am to 6.00pm)
Pay grade/scale	OUTL 7, points 23-25 (£38,254 - £39,275)
Location	Based at Newbridge Academy – Lower with oversight of (and regular travel) to Newbridge Academy - Upper
Responsible to	Estates & Facilities Manager

Job purpose

To support the Principal and Estates & Facilities Manager by taking responsibility for management of the Newbridge Academy sites and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services.

Manage site staff including allocation and monitoring of work and performance appraisal (Caretakers (2), Life guards (2) and Cleaners across the sites). Oversee external contractors working on site.

To support out of school hours lettings either at the Newbridge Academies or across the Trust where appropriate (to be claimed via timesheet) including hydro pool facilities (expectation to cover at least 2 sessions per week).

To act as cover for academy Caretakers i.e. during periods of planned and unplanned absence which may require a split shift working schedule (6.00am - 10.00am / 3.30am - 6.00pm)

Duties and responsibilities

- **Manage Specialist Premises Function** - Oversee specialised areas within the school premises.
- **Risk Assessment** - Evaluate security risks, and implement preventive measures
- **Security Checks** - Carrying out security procedures for school buildings and grounds, including opening and closing of the premises.
- **Fire Safety Management** - Manage fire safety equipment and schedule fire drills.
- **Maintenance and Security Management** - Carry out and oversee maintenance (including cleaning & repair work), security, and facilities systems. Timely and accurate preparation and use of specialist equipment/resources/materials
- **Health & Safety** - Regular monitoring in relation to the daily health and safety checks around school premises. Promote and ensure the health and safety of pupils, staff & visitors at all times.
- **Alarm and Surveillance Systems** - Oversee the provision of alarm systems, CCTV, and other surveillance equipment.
- **Contractor Oversight** - Supervise external contractors and contribute to planning, developing and monitoring planned and preventative maintenance schedule (PPM).
- **Reporting** - Manage records, information and data, producing analysis and reports.
- **Work allocation & Monitoring** - Supervision of cleaners across the academies.

Security

- Lock/unlock school buildings and areas and undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills.
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Monitor CCTV or surveillance equipment where appropriate.
- Liaise with police, security and surveillance contractors.
- Undertake lettings and carry out associated clerical tasks where necessary.
- Provide emergency access to the school site.

Maintenance

- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds with the Principal and Estates & Facilities Manager to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- Undertake regular site inspections and identify and record repair and maintenance requirements, identifying defects and other requirements. Carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per schedule.
- Undertake appropriate repairs e.g. Redecorating and fixing.
- Undertake minor/simple repairs/improvement works e.g. Minor plumbing, changing light bulbs unblocking drains, erecting shelves, notice boards, bookshelves etc.
- To organise and carry out general maintenance of grounds.
- To oversee and monitor the operation and maintenance of heating plant and lighting systems.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Collect and assemble waste for removal and monitor clinical waste disposal.
- Undertake emergency & specialist cleaning tasks.
- Undertake cleaning duties such as graffiti removal, litter-picking.
- Coordinate deliveries to the school site.
- Monitor performance of contracts and record performance against specified standards.
- Liaise with contractors & undertake client role in connection with premises-related contracts.
- Co-ordinate work of cleaning staff.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.

Resources

- To support the Estates & Facilities Manager on matters relating to energy control and conservation.
- Support the Estates & Facilities Manager in 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 preparation and use of specialist equipment/resources/materials when requested.
- To assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.
- To maintain academy minibuses including arranging regular maintenance and upkeep, ensuring annual MOT and servicing takes place, to ensure vehicle logbooks are being maintained in line with Community Transport Association requirements.

Organisation and supervisory

- Be responsible for ensuring the maintenance/quality/safety of specialist equipment/materials
- Provide specialist advice and guidance as required
- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Management and supervision of the lettings process, including the use of premises and staffing etc...
- Manage Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures.
- To be a trained First Aider – training will be organised.
- Porter duties e.g. Delivering mail, moving furniture and equipment.
- Direct/supervise cleaning and/or site staff and ensure cleaning is in accordance with specification.

- Act as cover for Caretakers during periods of planned and unplanned absence when required.
- Manage Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by senior staff.
- Liaise with line manager & attend meetings as required.

Management responsibilities

- Manage teams of in-house site and cleaning support staff across both sites
- Liaise with outside contractors such as catering and grounds maintenance etc.
- Take part with the recruitment of site and cleaning staff & in managing associated employment procedures
- Hold regular team meetings with managed staff
- Represent managed support staff at teaching staff/management/other appropriate meetings
- Undertake induction/appraisal/training/mentoring for other staff

Responsibilities of all staff

- All employees are expected to comply with the Code of Conduct for Employees, School policies, their conditions of service, and appropriate legislation.
- Promote the Trust's vision and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for ensuring that personal and sensitive data processed within the school and trust is treated with confidentiality and kept secure and in line with Data Protection guidance including General Data Protection Regulations.
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote and ensure own health and safety, as well as that of colleagues, pupils and the public (in accordance with appropriate health and safety legislation) at all times. All employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards in the appropriate way.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.

Other Requirements - Essential

- You must have an up-to-date Enhanced DBS Disclosure which the trust will apply for, on your behalf, if you are appointed to the role
- Present a positive, professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- The trust is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment
- Full Driving Manual UK Licence holder
- To be a driver of the minibus (MIDAS training will be provided)
- To hold a Pool Plant Operators Certificate (PPO Training will be provided)