



STEPHENSON
(MK) TRUST

STEPHENSON (MK) TRUST

JOB PROFILE

POST TITLE: Site Manager **GRADE:** £33,143 - £36,363
Range 4 point 21 - Range 5 point 25

LOCATION: Bridge Academy, Coffee Hall **HOURS:** 37, 52 weeks per year

RESPONSIBLE TO: Business Services Manager

JOB PURPOSE

To manage the security, safety and cleanliness of the academy site and the maintenance of all plant and equipment. To organise any remedial or improvement work and ensure it is conducted safely and to prescribed standards. To oversee the work of the external cleaning staff.

PRINCIPAL ACCOUNTABILITIES

Key Objectives

1	Act as a designated key holder and be responsible for the routine and non-routine (emergency) opening and closing of site and premises and maintain security. To take appropriate action, by liaising with relevant authorities, regarding theft, trespass or unauthorised parking of vehicles.
2	Ensure that buildings and site is secure, including during out of academy hours and take remedial action if required including arranging emergency repairs.
3	Ensure maintenance of the site and all its services to enable the academy to remain fully operational
4	Management of premises staff, monitoring standard of work and identifying training needs
5	Reporting of major repairs to the Business Services Manager
6	Setting up and managing/undertaking a rolling programme of maintenance, repairs, redecoration and site improvement
7	Assist the Business Services Manager or Head of School with obtaining quotes for contract renewals and larger premises repairs

8	Liaising with contractors, suppliers, and builders.
9	Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
10	Ensure compliance with all statutory H&S legislation e.g. fire, electrical, gas, water, asbestos, air conditioning
11	Undertake regular inspections to ensure adherence to the Trust's Health and Safety policy, including the structure of the building, and reporting to the Business Services Manager. Ensure that Health and Safety regulations are adhered to at all times

Scope

- Provide training on Health and Safety issues to other premises staff
- Procure quotes for routine maintenance work on academy premises.
- Requires regular periods of physical effort such as bending and stretching and using tools and equipment.
- Work is occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, dirty or that involve some measurable physical risk

Work Profile

- To undertake routine maintenance work on academy premises
- Supervision of site staff
- Arrange regular maintenance and safety checks
- Monitor consumables and stock and/order supplies
- Undertake general portorage duties, including moving furniture and equipment within the academy
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules
- 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
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the academy
- Attend relevant meetings
- To maintain confidentiality
- May on occasion be required to support on other Trust sites

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.

Stephenson (MK) Trust is an Equal Opportunities employer. We are also committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf. An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post.



STEPHENSON
TRUST

ON TRACK TO SUCCESS

STEPHENSON (MK) TRUST

PERSON SPECIFICATION

JOB TITLE: Site Manager

LOCATION: Bridge Academy

E=Essential D=Desirable Assessed: A= Application Form, I= Interview, T= Task

CRITERIA		E/D	Assessed
EXPERIENCE/ KNOWLEDGE	Experience of: <ul style="list-style-type: none"> • Site Management • Wide range of maintenance experience • Working in a school/academy environment • H&S compliance • Experience of working as part of a team 	E E E E D	A/I A/I A A/I I
TECHNICAL JOB RELATED SKILLS	<ul style="list-style-type: none"> • Ability to communicate effectively, orally and in writing • Able to effectively organise and supervise staff or contractors • Able to understand and apply regulations e.g. health & safety 	E E E	A/I A/I A/I
PERSONAL JOB RELATED SKILLS	<ul style="list-style-type: none"> • Enthusiastic and self-motivated • Ability to work on own initiative and prioritise work • Effective interpersonal skills • Driving licence and access to own vehicle 	E E E E	A/I A/T I A
EDUCATION QUALIFICATIONS	<ul style="list-style-type: none"> • Good level of numeracy and literacy • Health & Safety Qualification • Trade qualification e.g. plumbing, electrical, decorating • Willingness to undertake further work related training 	E D D E	A A A/I A/I
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Willingness to be flexible with working hours to respond to Academy's needs • To be committed to the safeguarding of young people • Commitment to uphold Academy Equalities Policy 	E E E	A/I I A