

JOB DESCRIPTION

Employment Details	
Job Title	Site Manager – Multi Site Primary
Reports to	Regional Estates Manager
Salary Band	WHFNJC M Grade

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
To manage multiple school sites and associated site staff including allocation and monitoring of work and performance review. Oversee external contractors working on site and ensure premises health and safety.

Responsibilities

- Act as the main keyholder being responsible for security of the premises. To include the opening
- up and locking of premises including extended school provision, lettings and emergency call outs,
- identifying and training a suitable 2nd keyholder to cover periods of absence.
- To undertake a range of re-decoration and minor maintenance work, as agreed with the
- Regional Estates Manager and School Principals to ensure a high standard of repair & decoration
- throughout each school.
- Undertake activities to maintain a safe and clean external environment e.g. gritting, litter picks,
- waste collection and removal, graffiti removal, safe access routes and keeping drains free from
- obstruction.
- To arrange for maintenance work to be carried out by suitably qualified contractors, monitoring
- the safety of their working practices, reporting where possible on the quality of their work and
- follow up any apparent failures or further work required.
- To be responsible for carrying out Health and Safety checks including: Fire, emergency lighting,
- Legionella and keeping accurate up to date records across four schools under the direction of
- the Regional Estates Manager.
- To be responsible for the operation of the premises programmed systems, ensuring that all plant
- and equipment operates at maximum efficiency and economy, with special regard to energy
- conservation and to regularly inspect equipment to ensure that it is clean and in a safe working
- order, reporting any deficiencies as appropriate.
- To be responsible for the receiving of deliveries of goods and equipment and distributing as
- appropriate. To include maintaining appropriate records as required and appropriate levels of
- cleaning/sundries and repairs and maintenance materials.

- To be responsible for the day to day supervision and appraisal of the cleaning and assistant site staff, or where appropriate the monitoring of cleaning contractors. Monitoring cleaning standards, ensuring corrective action as required and supporting during periods of absence, or where additional cleaning is required.
- To undertake general portage duties to include the setting out and putting away furniture as necessary.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school and federation
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Provide a high level of customer service to all stakeholders
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times

Decision Making:

- Managing work in liaison with the Regional Estates Manager to meet business needs
- React to unforeseen emergency situations taking appropriate actions
- Prioritise where needed to ensure all four schools are operating as intended
- Request assistance where needed from the Oak site team where needed

Contacts and Relationships:

The post holder will need to ensure good working relationships with Heads of School/Principals and school staff across all four schools.

The post-holder will be required to supervise cleaning, assistant site staff and contractors where appropriate.

As a keyholder, the post-holder should be contactable outside normal working hours. He/she will be expected to respond appropriately in the event of emergencies arising at any time.

- All federation employees

- Senior Management
- Contractors
- Governors
- Pupils

Physical Effort:

At certain points of the day the post-holder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. minor maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture

Due to the nature of Site Manager there will be an expectation that the post-holder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

Emotional Demands:

- Work with colleagues and pupils
- Line management

Job Specific Competencies:

- Knowledge and experience in premises management
- Extensive working knowledge of Health, Safety and Site policy
- Good written and verbal communication skills
- Full clean driving licence
- NVQ 2 OR equivalent qualification desirable
- Working knowledge of Microsoft applications
- Relevant trade qualification or experience.

Responsibilities:

- Four Primary Schools (Approx. 4130m2 GIFA) and associated grounds
- Site Assistant or Assistant Site Manager
- Up to 10 cleaners
- Over 600 children on site
- Approx. £80k in site budgets

Additional Duties and Responsibilities

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

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PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
• Good numeracy/literacy skills / GCSE (or equivalent) Maths and English. • Willingness to undertake induction training • Willingness to participate in development and training opportunities	• NVQ 2 or equivalent qualification desirable • Specific training in specialist area
Skills and Experience	
Essential	Desirable
• Handyperson experience • Working knowledge of relevant policies/codes of practice/legislation. • IT literate • Ability to work on own initiative	• Caretaking/site-keeping experience in a school or similar environment • Relevant experience is desirable • Team-leading skills
Specialist Knowledge	
Essential	Desirable
	• Relevant trade experience – plumbing, building etc.
Personal Traits	
The successful candidate will:	
• Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. • Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. • Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. • Have values that align with the ethos and culture of The White Horse Federation.	