

1. Ash Field Academy: Site Manager

Ash field academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for this role if you are barred from working with children or vulnerable adults. All posts are subject to an enhanced disclosure and barring service check. In addition, this post is also subject to a section 128 check

General information

Job Title: Site Manager

Grade: 9

Hours: 20 hours per week for 39 weeks of term time inclusive of training days.

Flexibility is provided as to when the hours are worked, so long as they are completed on site, within the working week and between the hours of 7am and 6pm. There also needs to be a daily presence on site.

Purpose

To undertake the strategic and operational management responsibility for the health and safety, maintenance, improvement work and security of the site.

Key Responsibilities and Duties

Under the direction of the School Business Manager, and in liaison with School Senior Leaders where necessary:

Staff support, guidance and development

1. To provide appropriate support and guidance to staff regarding aspects relating to the site, including liaising with the Trust's health and safety team, insurance company, human resources advisor and legal service as appropriate.
2. To line manage the Premises Team.
3. To support staff in following policies and procedures relating to the school site.

Health and Safety

4. To ensure appropriate systems are in place and being used for monitoring of key health and safety aspects of the school site, such as water temperatures, including the interpretation and analysis of the information, and to ensure appropriate action is being taken.
5. To ensure the timely and effective completion of risk assessments by risk assessors in the school.

6. To ensure timely and effective completion by various parties of actions relating to the site, particularly those resulting from the Health and Safety Committee meeting, providing support where necessary.
7. To provide possible solutions to any problems or situations arising relating to the site.
8. To complete the annual health and safety audit.

Maintenance and Improvement of the Site

9. To ensure a clear strategy so that the site and key assets remain in excellent condition short and long term to meet the needs of the pupils and staff, taking into account the pupils' additional needs, with guidance as necessary from key staff who know the pupils and their needs well.
10. To oversee the timely and effective completion of school improvement and maintenance work by both the premises team and external contractors.
11. To provide possible solutions to any problems or situations arising relating to the site.

Security

12. To ensure appropriate systems, monitoring and procedures are in place that promote the security of the site and its assets in the short and long term.

Reporting

13. To ensure excellent communication with the School Business Manager regarding works being undertaken during closure periods.
14. To provide reports and feedback to the School Business Manager, Principal and the Trust as required in relation to the site.
15. To complete returns to the Education Skills and Funding Agency and the Department for Education in relation to the school site, such as the School Asbestos Management Plan.

Other

16. To undertake any tasks as may be reasonably directed by the School Business Manager, Principal or other senior managers.

LINES OF ACCOUNTABILITY: School Business Manager, Principal and Senior Leadership Team

2. PERSON SPECIFICATION – Site Manager

Ash field academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for this role if you are barred from working with children or vulnerable adults. All posts are subject to an enhanced disclosure and barring service check. In addition, this post is also subject to a section 128 check

Our shortlisting process will always consider how the following criteria are met by the candidate.

APPOINTMENT CRITERIA	Essential/Desirable	Assessed from
Qualifications		
Literacy and Numeracy at Level 2 or above	Essential	1,3
Training in the completion of child and adult risk assessments or the willingness to do so.	Essential	1,3
Qualifications in health and safety or the willingness to complete: Level 4 Award in Health and Safety in the Workplace Level 4 Certificate in Occupational Health and Safety National General Certificate in Occupational Health and Safety	Essential	1,3
Training in relevant health and safety or the willingness to complete, such as the Duty to Manage course	Essential	1,3
Evidence of recent professional development in line with the expectations as detailed in the Job Description.	Desirable	1,3
Experience		
Experience of managing projects	Essential	1,2
Experience of leading a team or line management	Desirable	1,2
Experience of carrying out quality assurance work	Desirable	1,2
Experience of improving systems	Desirable	1,2
Experience of completing and reviewing risk assessments	Desirable	1,2
Experience of managing a site	Desirable	1,2
Experience of working at an educational establishment	Desirable	1,2
Knowledge and Understanding		
An understanding of statutory advice and guidance in relation to health and safety in the workplace.	Essential	1,2
An understanding of Safeguarding legislation within education including Keeping Children Safe in Education	Desirable	1,2
An understanding of Special Educational Needs and disability awareness or willingness to learn	Essential	1,2
Skills		
Ability to work collaboratively and effectively with colleagues, parents and professionals	Essential	1,2

Ability to improve own practice	Essential	1,2
Ability to interpret data and information and take appropriate action as a result	Essential	1,2
Ability to be able to communicate clearly in written and spoken English, including the completion of records	Essential	1,2
Ability to work on own initiative and complete tasks as requested	Essential	1,2
Ability to analyse risk against benefits	Essential	1,2
Ability to lead others, support and develop them, and to hold people to account if necessary	Essential	1,2
Personal Attributes		
Excellent interpersonal skills	Essential	1,2
Excellent communication skills	Essential	1,2
Solution focused	Essential	1,2
Honest, reliable, resilient, positive	Essential	1,2

1 = assess from written applications

2= assess from interview/tests

3=assess from documentary evidence