

Post Title	Site Manager
Working Hours	8am – 4pm Monday to Thursday 8am – 3.30pm Friday. 30 mins unpaid lunch. 37 hrs per week, 52 weeks per year. Team cover and paid overtime outside of these hours may also be required.
Holiday entitlement	25 paid days + statutory holiday
Salary	£32,882 to £41,690 for an exceptional candidate (per annum Scale E1-F1 DOE)
Probationary period	Reviews at 3 months and 6 months
Notice period	3 months
Responsible for	4 Site Assistants (3 full time, 1 part time) 1 Site Supervisor (Saturdays) 2 Lunchtime Supervisors Cleaning Team oversight (external contractors)
Reports to	Operations Manager
	<p><i>Main purpose of the role:</i></p> <p>To have overall responsibility for the whole School Site and resources to provide a safe, efficient, and effective learning and working environment for students and staff.</p> <p>To manage, develop and support the Site Team and the school to ensure high standards and to contribute to the aims of the school.</p> <p><i>Specific responsibilities include:</i></p> <p><i>Site and Facilities</i></p> <p>Responsibility for ensuring the security of the site and buildings both in term time and school holidays.</p> <p>Ensuring the maintenance of the site, including:</p> <ul style="list-style-type: none"> • Organising repairs and maintenance that can be done in-house • Keeping fixtures, fittings and furniture in a good state of repair • Maintaining a rolling programme of decoration and refurbishment • Controlling litter and disposal of rubbish and redundant equipment • Ongoing maintenance and upkeep of the school grounds and green spaces including sports pitch maintenance and marking out <p>Ensuring that the servicing of equipment such as heating, lighting, air-conditioning and alarm systems is carried-out on a regular basis.</p> <p>Supervision and monitoring of the operation of the cleaning and grounds maintenance contracts to a high standard.</p> <p>Employing contractors for works that cannot be done in-house, ensuring that the school procedures for procurement are followed.</p> <p>Supervision of car parking for staff and visitors and ensuring that appropriate access arrangements are in place for delivery and service vehicles.</p> <p>Preparing the site for major events, including information evenings and the annual Open Evenings.</p> <p>Organise workload and supervise all members of the site team. Coordinate working hours of team to provide uninterrupted cover during hours that school is open to staff, and to meet the requests of staff in relation to furniture requirements etc</p>

	<p>Acting as Budget Holder for those areas of delegated responsibility, such as Repairs and Maintenance, Grounds, Furniture and Fittings. Ensuring that all expenditure is within budget limits, that all purchasing is in accordance with best value guidelines and regularly reviewed, and that all necessary procedures are followed before any commitments are made. Maintaining all paperwork directly connected with these areas.</p> <p>Managing the maintenance and operation of the school minibuses.</p> <p>Keeping appropriate records, ensuring that they are available for inspection and provide figures and other information, as required to the Operations Manager or other Senior Staff members.</p> <p><i>Health & Safety</i></p> <p>Acting as the day-to-day Health and Safety point of contact for the school, ensuring a safe working and learning environment in accordance with relevant legislation.</p> <p>Ensure the school meets its statutory obligations in all areas relating to Health & Safety in particular compliance in all areas of the site; being responsible for statutory Health and Safety monitoring and checks including COSHH.</p> <p>Be a key member of the school Health and Safety Committee and attend regular meetings.</p> <p>Ensure all Health and Safety training for the site team is relevant and up-to-date and be responsible for ensuring that all appropriate staff are suitably COSHH trained.</p> <p>Management of all required safety records, inspections and maintenance including, but not limited to, water hygiene, fire alarms, emergency lighting firefighting equipment, asbestos, PAT testing.</p> <p>Keeping up to date with changes in legislation, (especially Health & Safety) and best practice in facilities management.</p> <p><i>Supervision and Management</i></p> <p>Line management of the Site Team. Ensuring continual coverage within specific times during both term time and school holidays. Carrying out Performance Management and ensuring that staff receive appropriate and adequate training. Ensuring effective and efficient deployment of staff.</p> <p>Oversight of our external cleaning contractors to ensure standards remain high. Undertake regular cleaning audits. Report any issues to the Area Manager.</p> <p>Ensure adequate Supervision of the school canteen at lunch time.</p> <p>Carrying out any other duties which may reasonably be required by the Operations Manager, Headteacher or other members of the Leadership Team.</p>
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Site Manager Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate.

	Essential	Desirable	Method of Assessment
Experience			Application – A Interview - I
Experience of managing premises and facilities with multiple buildings of differing ages or similar	✓		A & I
Experience of working on projects and engaging with contractors	✓		A & I
Working in a school environment		✓	A & I
Experience of managing, developing and motivating a team	✓		A & I
Skills and Knowledge			
Ability to communicate clearly and concisely at all levels whilst understanding the needs of others	✓		A & I
Excellent organisational skills including planning, prioritising and monitoring skills	✓		A & I
A working knowledge of Microsoft Office (including Word, Excel and Outlook) and the internet	✓		A & I
Ability to work under pressure and meet challenging deadlines	✓		A & I
A positive attitude to change management and willingness to implement continuous improvement initiatives	✓		A & I
Ability to be self-motivated, and use initiative	✓		A & I
Commercial awareness and ability to achieve value for money with good negotiation skills combined with a pragmatic approach to problems	✓		A & I
Flexible approach to work, working outside normal hours when reasonably required to do so	✓		A & I
Ability to work effectively with other colleagues and lead a team	✓		A & I
Education, Training and Qualifications			
Minimum of Grade C (or equivalent) in GCSE English and Maths	✓		A & I
First Aid at Work certificate		✓	A & I
IOSH Managing Safely Qualification or equivalent		✓	A
IPAF 3a and 3b		✓	A
Forklift basic training		✓	A
Personal and other			
Fully committed to all school Policies	✓		A & I
Willingness to attend relevant training	✓		A & I
Physically fit to carry out the role which will involve lifting, moving, security and working at heights etc	✓		A & I
Flexibility and a readiness to undertake a wide range of tasks	✓		A & I
Strong work ethic	✓		A & I
Driving licence	✓		A & I
Use of own car		✓	A & I