



Job Description and Person Specification

Inclusive, Collaborative, Ambitious

Job Title	Site Manager
Responsible to	Synergy Estates Manager, but also working closely with Head of School
Terms and Conditions	Hours of work 37 hours per week, 52 weeks per year. Salary Scale: G

Core Responsibilities
<p>Purpose of the role</p> <p>Managing the Site Team and Cleaning team, and under the direction of the Head of School and in accordance with the practices and procedures of the school, to ensure that the school premises and its contents are maintained to a high standard, secure and ready for use and are maintained in a clean and tidy fashion, taking into consideration Health & Safety requirements, and overseeing building developments and projects.</p> <p>The Site Manager has responsibility for the security of the school premises and for the co-ordination of the provision of the designated key holder (Call Out Response), providing out of hours and emergency access to the school site as required. Within this the hours will be determined by the needs of the school and undertaken by agreement with the Head of School. Key holder responsibilities extend beyond regular working hours to cater for emergencies at any time day or night.</p> <p>Principle Duties and Responsibilities</p> <ul style="list-style-type: none"> • To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking / unlocking entrances, checking and securing window and internal doors, activating and switching off alarm systems and CCTV, and to ensure provision of designated key holder providing out of hours and emergency access to the school site as required. • To maintain and update the School Emergency Plan and evacuation arrangements and marshals. • To maintain the school's key register. • To ensure that heating, lighting and plumbing systems and other equipment are safe and effective. To regulate heating ventilation as necessary. • To supervise other site team and cleaning team staff. • To be responsible for, and keep a record of, an annual maintenance and service programme. This is to include regular maintenance checks and to ensure any recommendations and follow up actions are taken, reporting and advising on any future potential costs / risks that may be identified from the annual maintenance and services programme. • To procure annual Energy Certificate.

Core Responsibilities

- To purchase premises related equipment, supplies and services within agreed budgets, ensuring best value, and alongside the Trust Estates Team to arrange for quotes and tenders and manage the appointment of external contractors.
- To monitor the work of internal staff and external contractors by making regular inspections to check that the specification is being met in terms of frequency and quality of work. To bring initial discrepancies to the attention of the contractor's site supervision, and refer on-going problems to the Head of School and Estates Manager where appropriate. To assist with the completion of satisfaction certificates by providing information about general standards of cleaning / work, and to ensure that effective plans, guidelines and instructions are maintained for all plant, equipment and utilities.
- To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health & Safety at Work Act 1974.
- To be fully aware of and to comply with all departmental instructions and procedures relating to Health & Safety at Work, COSHH and Fire Safety and to recognise the responsibilities required under the Health and Safety at Work Act 1974 and completion of associated risk assessments. To assist with the Health & Safety induction and training of staff as required, and reporting and investigating any issues arising from accidents or incidents in support of the Head of School or Trust Estates Team.
- To undertake portage and handyperson duties, including moving goods and furniture, distribution of paper to photocopiers, minor repairs to property, fixtures, fittings and equipment, including electrical and plumbing work where previous training permits. Monitoring the on-line reporting system and responding promptly to requests.
- To oversee a continual painting and decorating programme.
- To be responsible for the safety & maintenance of the school mini bus.
- To ensure that the Cleaning Team clean all designated areas of the school and carrying out regular checks to ensure that all areas are kept in a clean and hygienic condition, including sanitary provisions and materials.
- To maintain and operate plant and equipment where appropriate and applicable.
- To undertake general duties, such as collection and distribution of mail, dealing with lost property, general cleaning of store rooms and boiler rooms, obtaining or storing equipment / materials for teaching and support staff.
- To take responsibility for the duties associated with a reasonable number of evening and weekend lettings, liaising with finance and the Estates Team.
- To undertake outside duties, for example, clearance of drains and gullies, general tidying, recycling, collection of rubbish / recycling and ensuring smooth running of day to day contracts for collection, and clearance of the site e.g., snow clearance.
- To assist the school First Aid staff where additional support e.g. a wheel chair is required.
- To support across the Trust as deemed necessary and appropriate and where agreed with the Estates Manager and /or Head of School.
- To identify projects that would enhance the school.
- To manage internal projects that are being undertaken by the site team.

Other Responsibilities

Any other duties as may be reasonably requested.

Safeguarding, Health and Safety

- Be first aid trained and support with first aid as required.
- Support and contribute to the School's responsibility for safeguarding students.
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
- Comply fully with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.
- Ensure that security procedures are upheld.

Continuing Professional Development

- To complete any courses or training that will assist with the role, be those the post-holder is directed onto or identifies themselves.

Key Areas of role	Specification	Essential	Desirable
Qualifications	<p>Good literacy and numeracy skills.</p> <p>Suitable qualifications in areas such as plumbing, electrical or carpentry.</p> <p>Relevant training in COSHH, Risk Assessments, Manual Handling.</p> <p>IOSH Site Managers qualification.</p> <p>Computer literate with a sound working knowledge of Windows packages and Outlook.</p> <p>First Aid qualification (training can be provided)</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>
Skills, knowledge and aptitudes	<p>Knowledge of policies and procedures for security, alarm systems, health & safety, repairs and maintenance, and supervision of internal teams and external contractors.</p> <p>Ability to create inspection programmes to ensure Health & Safety compliance.</p> <p>Knowledge or experience of managing planned, preventative maintenance and compliance schedules.</p> <p>Experience of maintaining an effective budget and planning programme that supports the needs of the school, and management of capital projects.</p> <p>Effective communication, negotiation and problem-solving skills, with the ability to plan and balance priorities, maintain high standards whilst working accurately and effectively.</p> <p>Excellent interpersonal skills and ability to liaise with both school staff and external contractors.</p> <p>Customer focused attitude and proven ability to deliver service improvement and work to deadlines.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

Key Areas of role	Specification	Essential	Desirable
	<p>Manual dexterity in operating equipment and ability to undertake repair work appropriate to training and experience.</p> <p>This role requires regular physical effort.</p> <p>Responsible for the implementation and efficient operation of systems to ensure the security of the school premises, designated key holder for the locking and unlocking of the premises, and available outside of normal working hours should an emergency arise.</p>	<p>X</p> <p>X</p> <p>X</p>	
Values	<p>To support the Head of School and Business Manager to ensure a health environment for all staff, pupils and visitors.</p> <p>Commitment to the safeguarding of our pupils and students.</p> <p>Strong leadership skills, and ability to show integrity, resilience, and understand the schools' roles and responsibilities and your own position within these.</p> <p>Enthusiastic, positive and motivated.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	

This job description is current at the date shown, but in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.