

JOB DESCRIPTION

Employment Details	
Job Title	Regional Site Manager
Reports to	Regional Estates Manager
Salary band	HAY Q Upper 35-39

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
<ul style="list-style-type: none"> • Provide operational leadership and oversight of school premises across a designated group of sites, ensuring buildings are safe, secure, well-maintained and compliant with statutory and Trust requirements. • Line manage and support site staff across multiple locations, including allocating and prioritising work, monitoring performance, supporting development and contributing to performance review processes. • Coordinate and oversee external contractors across sites, ensuring works are planned and delivered safely, efficiently and to required quality standards in line with health and safety and safeguarding procedures. • Work closely with the Regional Estates Manager and school leaders to support premises health and safety compliance, audits and inspections, responding flexibly to operational and emergency issues across the estate.

Responsibilities
<ul style="list-style-type: none"> • Manage keyholding across designated sites, with responsibility for the security of multiple premises. This includes opening and locking of buildings where cover is required (including extended provision, lettings and emergency call-outs), and coordinating suitable local keyholder cover at each site during periods of absence. • Manage and coordinate a programme of redecoration and maintenance works across allocated sites, as agreed with the Regional Estates Manager, ensuring a consistently high standard of repair and decoration. • Oversee and support site teams across multiple locations to maintain safe and clean external environments, including gritting, litter picking, waste collection and removal, graffiti removal, ensuring safe access routes and keeping drainage systems free from obstruction. • Arrange and coordinate maintenance works undertaken by suitably qualified contractors across sites, monitoring safe working practices, reviewing quality of work, and ensuring follow-up on any defects or further works required. • Carry out and/or oversee statutory health and safety checks across allocated sites, including Fire, Asbestos, Legionella and vehicle checks, maintaining accurate and up-to-date records under the direction of the Regional Estates Manager. • Oversee the operation of premises' programmed systems across sites, ensuring plant and equipment operate efficiently and economically, with particular regard to energy conservation. Regularly inspect equipment to ensure it is clean, safe and fit for purpose, reporting any deficiencies as required.

- Coordinate the receipt, storage and distribution of deliveries of goods and equipment across sites, maintaining appropriate records and ensuring adequate stock levels of cleaning supplies, sundries, and maintenance materials.
- Line-manage site teams to including cleaning across multiple sites, or monitor cleaning contractors where applicable. Ensure cleaning standards are met, corrective actions are implemented, and provide operational support during absences or periods of increased demand.
- Coordinate general portage duties across sites, including the setting out and clearing away of furniture and equipment as required to support curriculum, events and lettings.
- Manage and support lettings across allocated sites, including administration and oversight of the online lettings booking system, ensuring consistency of processes and compliance with site requirements.
- Build and maintain professional effective business partnering relationships with existing and new schools, working with Headteachers and seeking to exceed their expectations wherever possible whilst adding value.
- Support and drive the operational delivery of environmental impact reduction schemes including utility usage reduction initiatives, targeting long term renewable resources to reduce cost and carbon output, whilst enabling an enhanced environmental learning.
- Support the operational delivery of TWHF leisure services in providing effective school sports provision and community engagement, whilst being commercially focused to maximise opportunity.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

- 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 and visitors (in accordance with appropriate health and safety legislation) at all times.

Decision making:

- Ability to make decisions with competing priorities from numerous stakeholders when required, on difficult issues. Consulting and negotiating with Headteachers, school leaders or Regional Estates Managers.
- Oversee multiple school budgets for the region and ensure close working relationships within schools and across central functions – collaborative style is critical.
- Continuous improvement culture in operating budgets against backdrop of restricted funding.
- Embedding and developing as the organisation grows a consistent business partnering culture to support Principals across the region.
- Understanding complex subject matter across a range of disciplines, seeking advice from specialists and making decisions based on factual information to ensure legal compliance.

Contacts and relationships

- The post-holder will be required to support multiple school sites ensuring the aims and objectives of TWHF are achieved.
- 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.
- The post-holder will have the ability to work effectively with multiple stakeholders.
- External partners including, local authorities or government agencies:
 - 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. supporting or covering Site Managers.

Due to the nature of this post, 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

- Working in a highly demanding school environments including special schools or with SEMH students.
- Working with colleagues and pupils across a range of schools or locations.
- Line management of multiple site teams including ensuring the welfare of all staff.
- Working to tight deadlines or within specific legislation to ensure legal compliance.

Job Specific Competencies

- Knowledge and experience in premises management
- IOSH/NEBOSH qualification or extensive working knowledge of premises Health, Safety and Site policy
- Good written and verbal communication skills
- Full clean driving licence
- NVQ 3 or 4 OR equivalent qualification desirable

- Working knowledge of Microsoft applications
- Relevant trade experience – plumbing, building, electrical or site management.

Responsibilities in supporting the Regional Estates Manager

- Approximately 20 schools across two or more regions
- Approximately 30 site staff
- Approximately 100+ cleaners
- Approximately 6000 children on site
- Approx £100k in site budgets

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:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> • HND / Degree in relevant discipline or considerable experience at senior level • Good numeracy and literacy skills – GCSE (or equivalent) Maths and English • Specific training in specialist area – Legionella, Asbestos, Fire Safety • IOSH or NEBOSH qualification or ability and willingness to attain 	<ul style="list-style-type: none"> • NVQ 4 OR equivalent qualification desirable

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Multi-site premises management • Facility/Site Management experience in a school or similar environment • Able to negotiate and consult effectively • Flexibility and adaptability to changing situations • Able to maintain confidentiality and trust • IT literate and working knowledge of Microsoft applications • Ability to manage and lead a team on own initiative • Good written and verbal communication skills • Effective decision making skills • Ability to manage and motivate a team of site managers and associated personnel • Ability to relate well to children and adults • Ability to manage multiple sites within tight budgets and timescales • Full, clean driving license with ability to travel to other sites or external meetings as required 	<ul style="list-style-type: none"> • Good understanding of building regulations • In-depth knowledge of facilities management including planning requirements and national governing body guidance (IVFM) • Team-leading skills • Able to self-evaluate learning needs and actively seek learning opportunities

Specialist Knowledge

Essential	Desirable
<ul style="list-style-type: none"> • Specific training in specialist area – Legionella, Asbestos, Fire Safety • Extensive knowledge of relevant polices/codes of practice/legislation • 	<ul style="list-style-type: none"> • Good understanding of building regulations

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.