



# Job Description

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**Job Title:** Site Manager

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**Location:** Elmsleigh Infant and Nursery

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## Job Description

<b>Job Title</b>	Site Manager
<b>Location:</b>	Elmsleigh Infant and Nursery School
<b>Hours per week:</b>	37 hours per week
<b>Weeks worked per year:</b>	All Year Round – 52 weeks (with ability to book annual leave).
<b>Reporting to:</b>	Headteacher/Regional Business Leader
<b>Salary Scale:</b>	DCC Grade 8, point 12-15 (£29,719 – £31,691)

### Main purpose of Role

- Responsible for the security of the premises and related health and safety, maintenance and cleaning within the school.
- To work in collaboration with the Headteacher and Regional Business Lead to continually improve the school environment.

### Principal Accountabilities:

<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• To support the ethos of the school by promoting a pride in the appearance of the building and grounds.</li> <li>• To support the Headteacher and Regional Business Lead in the formulation and consolidation of the strategic development of the schools' buildings and grounds.</li> <li>• To liaise with the Headteacher, members of the leadership team, Governors and staff on operational matters connected with the schools' buildings and grounds.</li> <li>• To undertake a regular health and safety inspection of the school sites and attend other tours of inspection to identify issues, creating an action plan and ensuring that any remedial work is carried out.</li> <li>• To ensure that the buildings and grounds are well organised and maintained so that all site users benefit from a safe and secure environment.</li> <li>• To ensure all statutory compliance checks are carried out by approved contractors and accurate records are kept.</li> <li>• To maintain the online compliance management system.</li> <li>• To conduct regular site-specific risk assessments to identify potential hazards and implement corrective actions to ensure a safe working environment.</li> <li>• Leads and documents comprehensive risk assessments in compliance with company policies and regulatory standards, ensuring all control measures are effectively communicated and enforced.</li> <li>• To liaise with local residents and relevant outside agencies, where appropriate, on matters relating to sites and grounds.</li> </ul>
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	<ul style="list-style-type: none"> <li>To process buildings and grounds related statutory returns as required.</li> <li>To monitor the quality of work of onsite contractors and arrange for estimates for prospective contracts.</li> <li>To ensure all external contractors working on site and employees/contractors involved in minor work projects on site comply with current legislation and achieve the required standards.</li> <li>To ensure all contractors working on school site complete a Contractors Permit to Work and are aware of the site rules.</li> <li>Liaise with other school staff on premises issues and manage the Estates Helpdesk.</li> </ul>
<b>Line Management</b>	<ul style="list-style-type: none"> <li>Line management of premises staff, or staff linked to the role</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Comply with the Asbestos Management Plan, Legionella, Electrical Safety and Fire Risk Assessments taking action to always ensure compliance with regulatory requirements.</li> <li>Support with the development and implementation of Risk Assessments</li> <li>Play an instrumental role in the school's Health and Safety Committee.</li> <li>Carry out regular Health and Safety audits and report to the Health and Safety Committee to determine the Health and Safety Action Plan</li> <li>Act as the School Fire Officer for purposes of Main School Fire evacuations.</li> <li>Stock check and replacement ordering of consumable items, recording deliveries.</li> <li>Taking reasonable care for the health and safety of self and of other persons who may be affected by your activities in accordance with the provisions of Health and Safety legislation.</li> <li>To complete risk assessments, method statements and COSHH risk assessments for operations concerning the site operatives.</li> <li>Implementing requirements for the risk assessment for fire, electrical safety, legionella and asbestos.</li> <li>To organise and manage testing of portable electrical appliances, using suitable competent contractors.</li> </ul>
<b>Site Management</b>	<ul style="list-style-type: none"> <li>To conduct emergency works/cleaning as required to ensure health and safety measures following any incidents which leave damage or may include bodily waste or fluids</li> <li>To implement a proactive and reactive approach to maintenance for the buildings and grounds.</li> </ul>

	<ul style="list-style-type: none"> <li>To be responsible for the maintenance of the security of the building and grounds including the intruder alarm system, fire alarm system, video surveillance and the issuing of keys.</li> <li>To manage the rota for responding to intruder alarms and actively participating as required.</li> <li>To support the Trust to deal with insurance claims associated with theft from, or damage to, the buildings and/ or grounds.</li> <li>Manage and monitor the gritting of the grounds during ice and snow conditions, ensuring that identified routes are kept clear of snow, de-iced and salted and that necessary records are maintained</li> <li>To provide information on security and fire evacuation procedures at induction.</li> <li>To work with the Regional Business Lead and Headteacher to organise all aspects of “In House” major construction projects including the tendering process, planning permission and building regulations approval.</li> <li>To be responsible for issuing work permits to visiting contractors and for ensuring their standard of work and behaviour is in accordance with the agreed specifications and safety as per method of statement and risk assessment.</li> <li>To promote efficient use of all utilities (Gas, electricity, water) and for the safe legal disposal of waste. Replacing consumable items.</li> <li>To support site operatives and cleaning supervisors to ensure the cleaning of designated areas in the school, ensuring the maintenance of high standards of cleaning including the maintenance of floor surfaces in accordance with the requirements of the cleaning/janitorial specification.</li> <li>In cases of an emergency outside the working week, e.g. intruders, fire, flood, be available to attend and authorise repairs as required.</li> <li>To carry out portage duties as and when required by the school, e.g. Deliveries across the whole site, Furniture and equipment transfer and removal of equipment &amp; Disposal of redundant equipment and other materials.</li> <li>To maintain the lighting, heating and cleaning of the premises and ensure that the required boiler temperatures are maintained.</li> </ul>
<b>Minibus</b>	<ul style="list-style-type: none"> <li>To support with managing the use, inspections and maintenance of all school vehicles, including the organisation of tax, insurance and MOT testing.</li> <li>To be a minibus driver for school</li> </ul>
<b>Other General Requirements</b>	<ul style="list-style-type: none"> <li>Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>To take and be accountable for all decisions made within the parameters of the job description</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate with performance management and training and activities that contribute to personal and professional development</li> <li>• Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities &amp; GDPR.</li> <li>• Provide a high standard of customer service in all dealings internal and external to the MAT</li> </ul>
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This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Full UK Driving License</li> </ul>	<ul style="list-style-type: none"> <li>Minibus licence holder (or willing to undertake relevant training)</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>Line Management of Site Team</li> </ul>
<b>Knowledge and Abilities</b>	<ul style="list-style-type: none"> <li>Experience of managing health and safety</li> <li>Has experience of managing staff</li> <li>Experience of carrying out general maintenance work</li> <li>Working knowledge of fire safety awareness, asbestos awareness and legionella management</li> <li>Knowledge of a trade, e.g. plumbing, joinery, electrical, decorating</li> <li>Knowledge of the regulatory requirements for site management</li> <li>Excellent organisational skills including ability to prioritise and meet deadlines</li> <li>Has the ability to liaise with and communicate with a range of different stakeholders in different ways</li> <li>Ability to set and maintain high standards</li> <li>A flexible approach to working hours as weekend work or call outs are often required</li> <li>Demonstrates an understanding of Safeguarding issues relevant to the post</li> </ul>	<ul style="list-style-type: none"> <li>Has experience of working in a special school environment</li> </ul>

**Signed:**

**Date:**