



## Site Manager JOB DESCRIPTION

Line managed by: Estates Business Partner

To be based at Shenley Academy but may be required to go to other E-ACT Academies on occasion:

### Role Purpose:

- To be responsible for the structural upkeep and maintenance of all areas of the academy including the buildings, grounds and plant machinery.
- To ensure equipment, facilities, sports areas and classrooms meet the needs of the academy.
- To ensure all activities and work undertaken meets the H&S standards and are compliant with E-ACT policies.

### Main Activities

- To be responsible for the security and safety of the Academy contents and users at all times, including holiday periods and out of hours. This will include managing alarm and CCTV contracts and systems to ensure effectiveness.
- To plan and produce work schedules and procedures, involving external contractors as required, in order to ensure that statutory inspections and building / grounds maintenance requirements are carried out efficiently, effectively and within the allowed time frames.
- To ensure that the relevant Health and Safety regulations are followed, and that the work is carried out with minimum disruption to the students learning and an accurate record of compliance is maintained using the Regional Facilities Matrix.
- To regularly assess the condition of the premises, site and grounds with the Estates Business Partner and/or Headteacher and produce a rolling programme of remedial works and maintenance that will inform the budget setting process and will ensure the site and premises are maintained to a high standard and safe for all to use.
- To manage the Academy's PPM & Reactive Maintenance budgets, obtain quotations and raising Purchase orders as required in accordance with E-ACT's finance and procurement procedures.
- To work closely with the relevant senior leaders and Estates Business Partners to establish priorities, plan developmental projects and implement the appropriate works.
- To manage, monitor and provide quality control for work and contracts outsourced to external contractors, ensuring operators comply with the terms of the contract or service requested and that they follow all Health and Safety procedures.

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- To take a lead on Health & Safety at the Academy to ensure all site facilities are compliant with H&S regulations using risk assessments, safe systems at work, refuse disposal, special waste management, COSHH regulations and that all essential training is undertaken by the relevant personnel.
- To lead on the Academy's H&S meetings on a quarterly basis with support from the Estates Business Partner.
- Manage and monitor the Grounds Maintenance Contracts ensuring satisfactory delivery and value for money, negotiating on terms and timescales as appropriate. Supplement the contract by overseeing the on-site grounds work by the site team to ensure a safe and tidy environment for all users. This will include litter management, additional mowing, sports markings, gritting and snow safety measures for example.
- To liaise with colleagues to facilitate evening and weekend lettings as required.
- Any other appropriate work/duties applicable to the grade of the post as may be directed by the line manager & Headteacher.

#### **Additional duties.**

- Comply with and assist with the development of policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy and attend meetings as required.
- Develop constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Any other appropriate work/duties applicable to the grade of the post as may be directed by the line manager.

#### **Special Conditions.**

- Working of unsociable hours may apply
- Willingness to work at other E-ACT academy sites in the South region, in the event of extreme circumstances
- Willingness to undertake additional hours in order to maintain an effective service.

#### **Culture**

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.

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- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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## PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

## OUR VALUES

Thinking Big	<ul style="list-style-type: none"><li>• Show energy, enthusiasm and passion for what you do</li><li>• Demand the highest quality in all that you do, and in the work of your team</li><li>• Willing to champion new ideas and think beyond the status quo</li><li>• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better</li><li>• Be open to new ideas and change where it will have a positive impact on the organisation</li><li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li><li>• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li><li>• Commitment to self-development, and developing your wider Team</li><li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li><li>• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence</li></ul>
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<b>Doing the Right Thing</b>	<ul style="list-style-type: none"><li>• Have integrity and honesty in all that you do</li><li>• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work</li><li>• Take responsibility and ownership for your area of work</li><li>• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils</li><li>• Be transparent and open</li><li>• Be resilient and trustworthy</li><li>• Stand firm and stay true to our mission</li></ul>
<b>Showing Team Spirit</b>	<ul style="list-style-type: none"><li>• Understand how you can have a greater impact as a team than you can as an individual</li><li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li><li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li><li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li><li>• Be generous with sharing your knowledge to help to develop others</li><li>• Understand and be willing to receive suggestions and input on your area of work from others</li><li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li><li>• Be aware of other peoples' needs and show an ability to offer genuine support</li><li>• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li></ul>

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## KNOWLEDGE, EXPERIENCE & SKILLS

**Requirement**

**E – Essential**

**Assessed at**

**A – Application Stage**

**D – Desirable**

**I – Interview Stage**

**P – During the probationary period**

		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Knowledge</b>	Educated to a minimum of level 3	X		X	X	X
	Management and/or facilities related qualification(s)	X		X	X	X
	Basic Health & Safety Certificate		X	X	X	X
	COSHH Certificate		X	X	X	X
	Service delivery		X	X	X	X
	Facilities management	X		X	X	X
	Building systems and Security Management	X		X	X	X
	Energy management		X	X	X	X
	National Acts of Government and Policy in the facilities setting	X		X	X	X
	Facilities role within the safeguarding agenda		X	X	X	X
	Proactive and positive outlook	X		X	X	X
<b>Experience</b>	Experience of managing in a facilities service	X		X	X	X
	Experience of working in an education organisation		X	X	X	X
	Experience of managing staff		X	X	X	X
	Building maintenance	X		X	X	X
	Budget management	X		X	X	X
	Drafting and contribution to the development of policies, procedures, and work practices		X	X	X	X
	Project Management		X	X	X	X
<b>Skills</b>	Able to communicate effectively	X		X	X	X
	Strong problem-solving skills	X		X	X	X
	Able to manage resources efficiently	X		X	X	X
	Able to use ICT equipment and software such as spreadsheets, databases and other packages effectively	X		X	X	X
	Use of Data management databases	X		X	X	X
	Strong organisation and administration skills	X		X	X	X

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