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Post Title:	Site Manager	
Reports to	Operations Manager	
Location:	Academy based	
Salary:	Grade 7	£37,280 - £40,777
Status:	Full Time permanent, all year round	
Hours:	37 hours a week, flexible to meet the needs of the business.	
	Work outside of academy hours may be required by agreement of Operations Manager or Principal.	
	Normal Working Hours: Monday to Thursday 8.00am until 4.00pm Friday 8.00am until 3.30pm Must be flexible to cover site team hours of 6.00am until 7.00pm as appropriate or needed.	

Core Purpose:

- Manage the day-to-day Estate wide maintenance of the site including where applicable grounds maintenance.
- Lead on the organisation's energy management strategies, following the OAT Energy Policy, by monitoring and altering the use of various systems.
- In coordination with the Operations Manager, support with the management of Health & Safety across the academy site.
- Implement and manage appropriate systems to evaluate the quality and effectiveness of facilities management within the Academy.
- Responsible for the management of contractors attending site including, but not limited to, the issuing of work permits, conducting site inductions and monitoring the work undertaken.
- Plan and carry out repairs and maintenance of the academy site including improvements and alterations to the building fabric, fixtures and fittings.
- Have key holder responsibilities including opening or closing the site when required, and alarm call out response.
- Ensure all classrooms and teaching spaces are fit for purpose for students and teachers.

Main duties and responsibilities:

- Management and maintenance of the Academy premises and grounds.
- Ensure the opening of the academy site for use by the school community, ensuring that any damage, health & safety issues or faults with the buildings M&E is reported as a matter of urgency.
- Carry out duties in adverse weather to ensure the site is safe for occupancy and operation, following pre-agreed procedures.
- Ensure the closing of the academy site is completed, confirming all facilities are secure and alarmed or transferred to the care of lettings providers.
- Prioritise Academy Helpdesk requests to ensure smooth running of the Academy.
- Assist with the writing, adoption and reviewing of all policies and procedures relating to facilities management.
- To be aware of all non-facilities management academy policies relating to the role and carry out the responsibilities detailed therein.
- Ensure the security of the site at all times, including outside of normal operating times, and respond to call outs from lettings providers or alarm activations.
- Direct staff as appropriate to ensure all Academy grounds and facilities are free from litter, vandalism and graffiti.
- Ensure pathways, drives, playgrounds and outdoor spaces are kept clear of leaves, snow, ice, moss etc

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- Ensure regular maintenance to drains, gutters and downspouts are kept free of blockages.
- Use both manual and electronic systems to communicate with staff, maintain site records, log faults and undertake training.
- Respond in a timely manner to any premises related issues with the delivery of routine and non-routine services.
- Work alone as required to undertake the role and in line with the academy's lone worker policies and procedures.
- Ensure appropriate levels of cleaning products at various locations.
- Inspection and checking of sink waste traps, toilet cleanliness and cleaning of areas affected by bodily fluids/ vomit which occur during normal academy hours.
- Carry out general portage duties including movement of deliveries, equipment and furniture within health and safety guidelines.
- To be trained in and carry out first aid duties relating to staff, visitors and, in emergencies, students.
- Ensure that site compliance checks are undertaken at appropriate intervals, including weekly fire alarm tests, fire extinguisher and fire door checks.
- Support planned and unplanned fire evacuations and site lockdowns.
- Manage health and safety in relation to the premises and undertake or deliver training as required.
- Ensure the correct procedures are followed for the safe and efficient handling of Academy waste.
- Ensure the management of asbestos where applicable and that the asbestos management plan is kept up to date.
- Carry out legionella flush checks on all hot and cold-water outlets where areas of the buildings have been unused for more than a week.
- Manage and participate in the undertaking of reactive and planned repairs, maintenance and improvement works including decorating.
- Ensure that site equipment such as ladders and cleaning machines are maintained, safe and made available for use by other members of staff.
- Liaise with users of the building as appropriate to facilitate additional or non-standard usage of the building, outside usual educational hours.
- Ensure the Academy complies with all relevant statutory/legal requirements relating to the premises.
- Working with ICT, behaviour and safeguarding staff support the deployment, management and maintenance of CCTV systems.
- Use OAT systems for the reporting and recording accidents, incidents and near misses
- Using trust wide systems, ensure that compliance items are kept up to date and accurate records are kept.
- Undertake the tendering of contracts for outsourced services.
- Oversee the management of contractors onsite, ensuring:
 - ✓ Risk Assessments and Method Statements are provided, checking these and authorising for work to proceed.
 - ✓ Permits to work are issued as required.
 - ✓ Safeguarding policies and procedures are adhered to.
- Ensure the effective maintenance, repair and safe keeping of all Academy equipment, including regular audits.
- Work with the Operations Manager to identify training requirements both essential and those for development.
- Support the Operations Manager with planning and preparing capital building projects.
- In liaison with Operations Manager, ensure work undertaken by premises contractors is completed satisfactorily and report any issues.
- Support Operations Manager with the completion of returns required of the School.
- Carry out regular premises Health & Safety checks and update the Operations Manager.
- Carry out termly inspections of the buildings and grounds, report findings & recommendations to line manager and/or Senior Academy Staff.
- Ensure the smooth running of all academy events, such as CPD days, open evenings, concerts, performances and progress evenings, by co-ordinating operational needs with senior academy staff.

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- Manage the training of staff on the use of the academy's alarm systems including intruder, fire and lockdown.
- Be responsible for the maintenance of fire evacuation chairs and ensure adequate staff are trained to operate these safely.
- Manage all site related health and safety matters, including maintaining and developing systems, policies, procedures and working practices.
- Work with the nominated Senior member of Academy Staff (Operations Manager) when site health and safety matters impact on operational matters and ensure a co-ordinated response.
- Contribute to the Critical Incident and Business Continuity plans.
- Support the nominated Senior member of Academy Staff in ensuring the Risk Register is regularly reviewed, updated and that practical arrangements are revised in light of the outcome of the review.
- Provide support to help all departments and staff comply with COSHH regulations.

Line Management:

- Responsible for the line management of all site personnel.
- Oversee the cleaning services onsite.
- Assist with the recruitment of new site personnel.
- Carry out and participate in performance management reviews.
- Ensure that site team members and cleaning operatives adhere to safe systems of work and wear allocated PPE.

Financial Management:

- Work with the nominated Senior member of Academy Staff to create and manage the site budget plan.
- Ensure requisitions are raised for all premises related expenditure.
- Ensure that the Trust's financial arrangements are adhered to when carrying out procurements.
- Support the undertaking of budget monitoring activities and ensure significant variances are investigated and corrective action identified and reported to the senior academy staff.
- Prepare and submit funding bids including the gathering quotations, proposals and supporting evidence.

Training and development:

- Ensure appropriate training and development is identified and provided to site staff.
- Carry out staff inductions for the correct use of site equipment.
- Attend events and training as required.

Academy site specific duties:

This section captures duties and responsibilities that are specific to this particular academy and staffing organisation:

- Lead on ensuring the Premises Development Plan is kept up to date and identifies funding requirements and proactive maintenance.
- Support the Operations Manager in planning projects to address academy needs and follow the Trust Procurement Policy when tendering works.
- Work with Regional colleagues to ensure that projects are effectively delivered safely and efficiently.
- Co-ordinate with academy colleagues to ensure that Health and Safety risk assessments and control measures are completed and adhered to.
- Meet half-termly with Operations Manager and Principal for forward planning of Academy requirements

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General responsibilities:

- To adhere at all times to the Trust's policies and procedures
- Maintain confidentiality of information acquired in the course of undertaking duties
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role
- Ensure GDPR principles are embedded in normal working practices and training is completed as required.
- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

DBS

- An enhanced disclosure and barring check will be a requirement of the post.

Person Specification

Attributes tested by Application, Interview, Task and References	
Qualifications & Experience	Essential E/ Desirable D
▪ Must be able to consistently demonstrate they are numerate and literate	E
▪ Minimum GCSE Maths & English Grades A*-C or equivalent.	E
▪ Educated to Level 4 qualification NVQ or equivalent in a related area	D
▪ Experience as a caretaker, site supervisor or similar role	E
▪ Good working knowledge of management and maintenance of buildings, mechanical, electrical and other infrastructure systems.	E
▪ Knowledge of health and safety, first aid, medical, fire safety, risk management regulations and requirements.	E
▪ Recognised Health & Safety training i.e. IOSH or NEBOSH	D
▪ Recognised facilities management qualification	D
▪ Up to date knowledge of statutory regulations and guidance relating to this post.	E
▪ Recent experience of working in a site supervisory role	E
▪ Experience managing contractors and working with outsourced providers.	D
▪ Experience of line management.	D
▪ Experience of working in a school environment.	D
Skills and Abilities	
▪ Ability to manage time effectively – identifying solutions to problems and dealing with issues as they arise	E
▪ Ability to interpret and follow policies and procedures.	E
▪ Ability to review systems to ensure the robust evaluation of performance and actions to secure improvements.	E
▪ A good level of ICT competency including the use of Microsoft Office applications	E
▪ Strong listener and able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level.	E
▪ Ability to develop and maintain effective working relationships with a range of people.	E
▪ Good organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	D
▪ Demonstrates a flexible approach to work to enable effective delivery of service.	E
▪ Ability to work alone when securing academy buildings and facilities	E
Other Attributes	
▪ Analytical and problem-solving skills	E
▪ Ability to perform the physical tasks required by the post	E
▪ Be committed to continuous personal and professional development to maintain and extend skills and knowledge	E
▪ Good interpersonal skills with all members of the school community and 3 rd party support providers	E
▪ Reliable, honest and trustworthy	E
▪ Able to work on own initiative, self-motivated and flexible	E
▪ Willingness to be trained and keep up to date with changes in all relevant legislation	E
▪ Able to tackle difficult situations / individuals and resolve issues	E
▪ A willingness to embrace and celebrate the ethos and values of OAT as an organisation	E
▪ Prepared to challenge non-compliance.	E
▪ Discretion, tact and confidentiality at all times.	E
▪ Good time management and the ability to prioritise workload.	E
▪ Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results.	E
▪ Calm under pressure.	E
▪ Can Do attitude.	E