



SITE MANAGER

JOB DESCRIPTION & PERSON SPECIFICATION



Site Manager

Job Description

Grade: 6, Spine Point 21

Hours of work: 35 hours a week (All Year Round)

Responsible to: Principal, Senior Leadership Team and Trust Premises Lead

Main purpose of the role

Support the Principal and Trust Premises Lead by taking responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the school.

To be responsible key holder and manage maintenance, security and facilities systems on site including alarm systems, CCTV and surveillance systems

Manage other site staff including allocation and monitoring of work.

Oversee the work of external contractors on site.

Main duties of the role

1. To be responsible for the management of a team of in-house site and cleaning support staff and to oversee the activities of external contractors
2. To undertake and maintain the cleanliness and physical appearance/environment of the designated cleaning area – inside and out, including maintenance where applicable.
3. To monitor stock levels and equipment and place orders with external suppliers.
4. To be a responsible key holder and ensure security of the premises, grounds and its contents.
5. To establish constructive relationships and communication with contractors and other agencies/professionals and record performance against specified standards
6. Monitor the performance of contracts and record performance against specified standards
7. To advise the Principal on matters relating to energy control and conservation
8. To manage security/health and safety risk assessments and dissemination and compliance with health and safety policies and procedures
9. To manage records, information and data on the Trust compliance system, and produce analysis and reports
10. Operate as part of a team involved in planning budget responsibilities





11. Take a lead role in planning, development and organisation of systems/procedures/policies
12. To be responsible for the selection and management of resources, including management of a budget and regular audit of resources
13. To be aware of, comply with and ensure that all policies and procedures relating to Health and Safety, security and confidentiality are adhered to.
14. To undertake personal development to improve own practice including participating in training and other learning activities
15. To work as part of a team, to support colleagues and contribute to the vision and ethos of the School and be committed to personal development
16. To undertake any other duties that are commensurate with the grade

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Wise Owl Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description, but are relevant to the work of the post-holder.

This role, may require the post holder to work across or at any of the Academies within the Wise Owl Trust.

Where the post-holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Signed **Print Name** **Date**





Person Specification

For this job we are looking for:

Significant experience working in a relevant discipline i.e. senior caretaking/site keeping experience in a school or similar environment

Good numeracy and literacy skills with an ability to keep accurate records

Experience of managing a budget and preparing costed plans for repairs, maintenance and other building activities

Effective use of IT systems

Experience of use of appropriate specialist equipment/resources

Knowledge of health and safety and hygiene procedures and precautions

Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate

Excellent organisational skills to be able to plan and deliver programmes of maintenance

Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures

Ability to organise, lead and motivate a team ensuring training and development is provided where necessary

Ability to relate well to children and adults within a School environment

An ability to undertake all the physical aspects of the job

Must be in possession of a full valid driving license

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.

Self-motivation and personal drive to complete tasks to required timescales and quality standards

The flexibility to adapt to changing workload demands and new organisational challenges

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users

Personal commitment to continuous self-development

Personal commitment to continuous service improvement

Willingness to consent to and apply for an enhanced DBS disclosure





Staff should display a personal commitment to the Academy’s professional standards, including dress code and code of conduct, at all times.

The Wise Owl Trust, Trustees and Governors are committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment. All staff and volunteers will be expected to complete a DBS (disclosure and barring service) check and also complete any other safeguarding documentation as and when requested.

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all team members for which they have general management responsibility.

