



## **JOB DESCRIPTION**

### **Site Manager (PO2-29-32)**

*Point 29-32 (£42,771 to £45,750)*

*Contract: Permanent and full time (52 weeks)*

*Hours: 36 hours per week*

*Annual leave: 25 days plus bank holidays plus 2 days for Christmas (close down)*

#### **Responsible to:**

Reports to: Senior Leader (Finance Director)

Accountable to: Headteacher and Governing Body for the efficient and effective management of the site and related functions.

#### **Job Purpose**

As Site Manager, you will work with the site operative/s and contractors. You will have overall responsibility for the whole school site, grounds and resources to provide a safe, efficient and effective learning environment for students and staff. You will manage develop and support the site and facilities team to ensure high standards and to contribute to the aims of the school to the standards set by Governors.

#### **Key Responsibilities include:**

##### **Leadership**

- Contributing to the overall ethos and aims of the organization
- Leading and managing site staff and site contractors (including cleaners, security and lettings staff)
- Delivering annual Health and safety briefings (staff induction/ inset) as required
- Providing input into and implementing the Academy's annually updated Estate Vision and Strategy Plan, Asset Management Plan and Inventory
- Producing H&S reports as required by the Finance Director, Head Teacher and Governing body

##### **Building and Site Maintenance**

- Ensuring the continuing availability of utilities, site services and equipment
- Responsible for the O&M's (Operation and Maintenance manuals), BUG (Building User Guide) and Health and Safety files and Warranties for the McFarlane Lane building that are required for the safe and efficient operation of the new building
- Ensuring that all the equipment and components installed are maintained in accordance with manufacturer's instructions and in line with any legislative and statutory requirements
- Accountable for the general maintenance and upkeep of the site and buildings keeping appropriate logs, records and reports
- Ensuring the Academy's facilities management platform (Every) is maintained and kept up to date. This involves recording required all compliance checks, audits

and inspections and ensuring that remedial works are followed up/ actioned.

- Adding and updating Contracts data as required and using the platform to manage, resolve and triage Issues logged by staff effectively
- Ensuring that first line maintenance/ first fix response is delivered following malicious or accidental damage
- Manage a range of services to ensure the school is a clean, warm, safe and secure environment to work in:
  - Planning and managing relevant services and contractors to ensure agreed standards are met for repairs, emergencies and general maintenance and that services are delivered on time and within budget
  - Oversee and monitor site works/ projects to ensure contractual obligations, quality standards and deadlines are met
  - Ensure contracts are managed effectively to ensure the school remains compliant and services purchased are cost effective/ value for money can be demonstrated and agreements entered into in line with the school's procurement policies
  - Preparing (setting up rooms, furniture and equipment) the site for major events including Open Evenings, Events, Celebrations and Induction Evenings as required
  - Dealing with problems and assessing risks (planned and reactive)
  - Recommending and implementing actions for improvement that meet the Academy's needs
  - Ensure an efficient portage service, to include the receipt, transportation and safe storage of goods that have been delivered to the site, and the movement of all furniture and equipment as directed
  - Inform the Headteacher and FD of redundant furniture and equipment, and arrange disposal as directed

### **Cleaning Services**

- Managing and maintaining a full cleaning service to the school
- Directly managing the cleaning team via the supervisor to achieve the expected high standards
- Briefing in specific/ ad hoc or additional cleaning requirements as necessary to support school events
- Briefing in deep cleaning (periodicals) requirements for main school in school holidays, and cleaning requirements to support lettings activities conducted in the evenings and school holidays

### **Site Security and CCTV**

- Acting as the main key holder, taking responsibility for routine and non- routine access and egress to the site and the security of the site from the start to the end of the school day
- Responsible for ensuring the site is unlocked and locked at the agreed times, and that the intruder alarm, CCTV, access control system and fire alarms are set, monitored, inspected, maintained and tested in line with the Academy's Health and Safety and CCTV policies

## Health and Safety

- Ensure the health & safety policy is implemented at all times and is subject to review and assessment at regular intervals or as situations change
- Ensure the Academy's health & safety policy is clearly communicated and available to all
- Ensuring that appropriate staff training is conducted to comply with Health and Safety Legislation (such as Health and Safety training/ staff briefings, First Aid training, Fire Marshal and Fire Evacuation training, Midas training, RA training, Manual Handling training, and any/ all cyclical mandatory training)
- Ensure systems are in place to enable the identification of hazards and creation of appropriate risk assessments
- With the Finance Director ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Headteacher, Governors and where appropriate the Health & Safety Executive
- Taking the lead role in Health and Safety to meet Audit requirements including the development of necessary Risk Assessments
- Co-operate and liaise with the Local Authority, civic agencies and Academy management team to ensure the Academy is maintained in a lawful and safe condition and fully compliant in line with Health and Safety regulations and the Academies Health and Safety policy
- Monitor the safe and efficient operation of gas, water and electrical services, including the heating and air handling system via the Academy's BMS
- Lead on Fire Safety. Develop and update the Academy's Fire Safety Policy and Fire Evacuation procedure as necessary, and be the main point of contact / assist Police, Fire, Security Officers when appropriate
- Ensuring that the organisation meets the required standards for Health, Safety and Security and that robust monitoring takes place in order to secure the highest standards and seek continuous improvement by:
  - Identifying your, and the Academy's responsibilities and liabilities under Health and Safety Legislation, reviewing these and keeping yourself up to date
  - Communicate to relevant people in the organisation responsibilities and liabilities for meeting legal, regulatory and internal requirements for Health and Safety
  - Assessing the resources required to meet Health and Safety standards and ensuring they are in place
  - Ensuring the organisations Health and Safety policy is up to date and aims to minimise risks
  - Demonstrating through your own actions as a good role model the messages in the organisation's Health and Safety policy
  - Ensure the correct PPE is used and replaced where required
  - Record breaches in Security or Health and Safety requirements and report as appropriate
  - Ensure remedial actions identified within Audits and RA's are followed up – this includes Hygiene Audits H&S Audits, Safeguarding Audits, Site Security Audits, Fire Risk Assessments, Water Risk Assessments etc)

- Identifying where improvements can be made to Health and Safety, and recommend actions for change
- Ensuring adequate security of the building and premises at all times
- Ensuring that assessments are undertaken of display screen equipment workstations used in the Academy by employed staff and that records of the assessments are kept

### **Contractors**

- Work with the Headteacher to ensure that the Academy's building contractors (B&K) deliver on all aspects of their contractual responsibilities following handover of the building, reporting defects and following up on the snagging list
- Be the primary contact for contractors, ensuring that Risk Assessments have been completed, supervising their activity and signing off completed work
- Employ contractors for works that cannot be done in-house, ensuring that the Academy procedures for procurement, safeguarding and risk assessment are followed
- Monitor the work of any contractors whilst they are on site, ensuring that it is carried out to the required standard

### **Professional Development**

- Attend training as required / necessary for your role
- Attend training to ensure the smooth running of the new building, and be familiar with the buildings M&E (mechanical and electrical) systems

### **Lettings**

- Ensure lettings for the Academy premises are conducted in line with the Community Use Agreement
- Working with the Finance Director, ensuring that security protocols are in place, and the site is secure at all times during Lettings periods
- Ensure that Lettings staff understand the Academy's security protocols, security systems and technologies and are appropriately trained to open and alarm the building and deal with security issues during their shifts
- Provide general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting
- There may be times where the Lettings and Site team can support one another to cover absence – this requires a flexible approach

### **Financial**

- Acting as budget holder for those areas of delegated responsibility such as repairs and maintenance, health safety, furniture and fittings
- Ensure Dept expenditure is within budget limits, that all procurement and purchasing is in accordance with best value guidelines, the Academy's procurement policy and that all necessary procedures are followed before any commitments are made
- Responsibility for all correspondence, documentation, sign off on agreements/ contracts entered into on behalf of the Academy and approval of invoices related to your budgets in line with Academy practices and policies

### **Organisational Effectiveness**

Leading on Site Management, delivering organisational effectiveness and continuous improvement:

- Understanding and supporting the ethos, policies and aims of the school
- Understanding and adhering to the Academy's safeguarding practices
- Conducting yourself in your work to reflect the ethos of the school and its commitment to achieving good outcomes for all of the students
- Complying with systems, policies, procedures and resource constraints
- Ensuring that the site is managed lawfully, ethically and morally
- Ensuring organisational procedures and legal requirements are adhered to in relation to discrimination legislation and equal opportunities and that all people are treated in a way that respects their abilities, background, values, customs and beliefs

### **Professional Relationships**

Developing productive relationships with others when managing the site:

- Consulting and communicating effectively with the Academy's stakeholders (including children, relevant colleagues, line manager, parents and Governors)
- Ensuring that working relationships within the site team are productive and positive to ensure that the school's needs are met
- Seeking line manager support where necessary and identifying where improvements can be made in managing these relationships

### **Leading and Managing people**

Ensure that Site Staff have the skills, work well in a team and perform their role to an acceptable standard:

- Following the Safer Recruitment procedures when recruiting and making appointments
- Maintaining the productivity and efficiency of the team through appropriate supervision and delegation
- Conducting annual and mid-year performance reviews with members of your team, and dealing with underperformance where necessary
- Assessing requirements for training and CPD according to staff performance and implement as appropriate
- Where relevant, work with the Finance Director and HR Manager to deal with conflicts and staff issues such as absence, sickness, dismissal and redundancy according to the organisation's relevant employment policies

### **Manage resources efficiently**

Develop effective strategies for energy and resource management that reduce the organisation's carbon footprint and encourage the efficient use of natural resources:

- Minimising demands on natural resources such as water and energy
- Understanding and regular monitoring and reporting of energy consumption of the school
- Proactive in implementing energy reduction measures including no cost measures such as behavioural change

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- Employing and encouraging practices that minimise the environmental impact of site management, such as recycling and waste management in line with the Waste Management Plan
- Making the most efficient use of materials, equipment and consumables in facilities management practice

#### **Other**

- Undertake such other duties as the Finance Director and Headteacher from time to time may direct

#### **Safeguarding**

1. Uphold the Academy's policy in respect of Child Protection and Safeguarding matters
2. Have commitment to the Academy's equality policies
3. Ensure any extra-curricular activities will be free from partisan, political and religious view. Where political issues are discussed, a balanced view is always presented

**PERSON SPECIFICATION**  
**Premises Manager**

CRITERIA	QUALITIES	
<b>Qualifications and training</b>	Professional facilities management qualifications*	Desirable
	IOSH qualification	Desirable
	NEBOSH qualification	Desirable
	GCSE English and Maths	Essential
	First aid training	Desirable
	Fire marshal training	Desirable
	Recognition of the need for ongoing/ continuing development and training eg Health and Safety and First Aid	Essential
<b>Experience</b>	Experience in similar role.	Essential
	Experience of working in an educational setting.	Desirable
	Good working knowledge of heating, cooling, security and plant systems and BMS (Building Management Systems)	Essential
	Experience of managing contractors	Essential
	Experience of managing a team and working as part of a team collaboratively to share ideas and achieve objectives.	Essential
<b>Skills and knowledge</b>	Good oral and written communication skills.	Essential
	Good working knowledge and experience using Microsoft packages (Word, Excel, PowerPoint)	Essential

	Interpersonal skills to form and maintain positive working relationships with students, colleagues and other professionals and partner organisations.	Essential
	Knowledge of safeguarding and child protection issues with knowledge of appropriate action to take if a disclosure is made.	Desirable
	Ability to work effectively and network with a wide range of services and an ability to draw upon a wide range of support, information, opportunities and guidance.	Essential
	Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement.	Essential
	Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour.	Essential
	Good organisational skills and ability to plan and prioritise own and other’s workload.	Essential
<b>Personal qualities</b>	Commitment to promoting the ethos and values of the Academy.	Essential
	Ability to work well in a team.	Essential
	Commitment to safeguarding and equality.	Essential
	Resilience, enthusiasm, energy and vigour.	Essential
	Punctual and reliable with the ability to adapt to change and manage change in the workplace.	Essential

	Flexible approach and willingness to perform such duties that may be requested from time to time, commensurate with the role	Essential
	Commitment to ongoing CPD and professional development of colleagues and self.	Essential

\*The Facilities Management Level 4 National Occupational Standards are the standards upon which National Qualifications for Facilities Management are based. They describe the relevant professional attributes, knowledge and understanding and skills.

### Timeframe for Recruitment

Closing date for applications	<p><b>We will shortlist and interview as we receive applications – so please send applications in before the deadline of <u>12pm on Friday 13<sup>th</sup> July.</u></b></p> <p><b>Only shortlisted candidates will be contacted.</b></p> <p><b>We will consider interviewing early if we receive a strong application.</b></p> <p><b>Please note: No agencies should apply and we do not accept CVs.</b></p> <p><b>Sponsorship: We do not offer sponsorship for overseas candidates.</b></p>
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