



Job Description

JOB TITLE: Site Manager based at Doncaster UTC for Brighter Futures Learning Partnership Trust

BAND: Grade 8 SCP 21-28 £33,699 - £39,152)

RESPONSIBLE TO: Principal, Trust Estates Manager

The postholder will be responsible for Doncaster UTC and the new Institute of Green Technologies and Health Sciences.

Job Purpose

- The post holder will be responsible for ensuring the school's physical environment is safe, warm, clean and welcoming to all who work in and visit the school.
- Be responsible for maintaining and developing the school premises and grounds to meet the changing needs of a developing school.
- Use best practice to improve efficiency and be able to manage and lead change, ensuring minimum disruption to the core activities of the school. They will be expected to support and contribute to the overall ethos and aims of the school.
- Contribute to and support the implementation of a Site strategy for Brighter Futures Learning Partnership Trust (currently seven schools).
- Working in partnership with the Trust Estates Manager to support all aspects of the Trust's academy properties including upkeep, care, maintenance, security, health and safety and site support in line with statutory and regulatory requirements.
- To support education, supervision and care for students in school, promoting the highest levels of achievement in accordance with school policies by providing a high level of service in all duties undertaken.

Personnel Management

- To be responsible for line managing the site team and the cleaning team employed by the school, utilising the school's performance management systems.
- To oversee the work of the cleaning staff.
- To delegate responsibility to staff to ensure their effectiveness, including drawing up of work schedules to provide cover whenever the site is in use.
- To establish and maintain positive working relationships between pupils, parents/carers, colleagues, contractors and other professionals.
- To ensure the premises team act professionally at all times.

Premises Management - Strategic

- To work with the principal and governors, in providing advice on matters relating to the management and development of the site and grounds.
- To be responsible for building development and maintenance including the preparation of specifications, scheduling of work, placing orders, inspecting and monitoring work. This includes any specific project management as identified by the principal and governing body.
- To ensure the planning of best allocation and utilisation of space and resources, and re-organisation of current premises as necessary.
- To ensure that arrangements for securing the premises and contents are in place.
- To ensure systems are in place for emergencies including emergency repairs and callouts.
- To attend meetings of the Governors Finance and Resources Committee, providing advice as required.
- To monitor the use of energy and water where possible and to promote conservation.

Premises Management - Finance

- To liaise with the Principal/Deputy Principal on all matters relating to the site budget.
- To aim for maximum value for money during the acquisition of goods and services.
- To place orders, authorise invoices and claims for payment from contractors.
- To liaise with the Finance Manager on premises issues relating to lettings.
- To work with the Chief Finance Officer to develop, maintain and review the Asset Management Plan, to provide a costed, prioritized rolling programme of repairs and maintenance work.
- To ensure the premises team, including the cleaning staff have adequate stocks of consumables.
- To maintain an inventory of school furniture.

Premises Management – Maintenance and Repairs

- To be responsible for the good maintenance of the buildings and grounds including, where appropriate, preventative maintenance, minor repairs and basic painting.
- To be aware of repairs and general maintenance which require specialist skills and to arrange for such work to be carried out promptly.
- To keep an effective record system for all aspects of the management, repair and maintenance of the site, including the daily deployment of staff, the progress of necessary work and general resource control.
- To monitor the work of any contractors who are brought onto site, and deal with any issues that may arise.
- To undertake caretaking duties as necessary.
- To ensure that furniture is kept in a good state of repair including undertaking a “rolling programme” of repairs or replacement.
- To ensure distribution of all deliveries around school.

Premises Management – Environment

- To ensure the effective operation of heating systems to provide an adequate level of heating including day to day boiler care and routine maintenance.

- To ensure the site is kept clean and tidy including the removal of graffiti and extraneous materials.
- To monitor cleaning schedules and to ensure that the school is properly cleaned and arrange necessary action in an emergency.
- To monitor all aspects of grounds maintenance.
- To direct and plan waste disposal and recycling schemes across the school site.

Health, Safety and Security

- To act as the school's Health and Safety Officer with specific responsibility for the site.
- To keep up to date with relevant legislation and regulations including the Health & Safety at Work Act and communicate relevant information to staff.
- To keep up to date with relevant legislation and regulations including Control of Substances Hazardous to Health (COSHH) developments and communicate relevant information to staff.
- To make sure that all school resources and buildings conform to the provision of the Health and Safety legislation.
- To keep up to date in relation to any health and safety matters raised by staff, and put in place appropriate action.
- To keep the principal and governors informed of health and safety matters and policy issues.
- To participate in the "in house" or "off-site" training as required and provide such training as necessary.
- To be responsible for the safety of entrances and exits of the school and vehicular access and parking on the school site.
- To liaise with and monitor contractors in all aspects of site safety and procedures.
- To be responsible for the overall security of the buildings including security systems, lighting, alarms, fire alarms and fencing.
- To organize the annual testing of all items of electrical equipment as required by the Electricity at Work Regulations, including electrical items as they are purchased.
- To liaise with the police and other security services as appropriate/required with regard to the maintenance of a safe environment for the children, staff and visitors of the school.
- To be responsible for liaison with the Fire Service and Safety Section to ensure that measures for protection from fire are introduced and maintained effectively.
- To ensure regular checks and recordings are undertaken on the fire alarm system and equipment and to ensure any appropriate remedial action is taken.
- To implement risk assessment documentation for site issues, including fire risk assessment.
- To liaise with appropriate outside agencies on appropriate building issues
- To monitor the CCTV system and to deal with any issues which may arise

General Duties

- To uphold the school's policy in respect of child protection matters.
- To work outside of normal school working hours as required for extended school status activities, lettings, school events, and emergencies.

- To participate in school emergencies as required, including co-ordinating arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- To arrange and give training sessions to staff to ensure that they are aware of procedures and regulations.
- To attend training sessions and meetings as required including Governors' sub-committees , Full Board meetings and the senior staff business meetings if required.
- To seek, consider, and act upon professional support and advice as required.
- To support the Principal and Line Manager in advising the governing body and its committees as appropriate and required.
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Principal and Governors shall from time to time reasonably require.
- To assist and support where necessary across the other Trust schools as directed by the Trust Estates Manager or CEO.
- To support the Trust Estates Manager in developing Trust processes and leading Trust projects.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.

Person Specification

JOB TITLE: Site Manager based at Doncaster UTC for Brighter Futures Learning Partnership Trust

BAND: Grade 8 SCP 21-28 (£33,699 - £39,152 per annum)

RESPONSIBLE TO: Principal, Trust Estates Manager

Qualifications and Training	Essential	Desirable
➤ GCSE Maths & English (Grade C or equivalent)	✓	
➤ First Aid qualification or willingness to undertake training		✓
➤ Health and Safety qualification (IOSH/NEBOSH) or willingness to work towards	✓	
➤ Evidence of change management	✓	
➤ Evidence of independent trouble shooting	✓	
Experience		
➤ At least 1 years' experience in a similar role within a school/Trust	✓	
➤ High level IT literacy including Microsoft Office, finance packages or other software	✓	
➤ Experience of managing helpdesk/support tickets/work allocation software	✓	
➤ Experience of working with a range of contractors and third parties	✓	
➤ Evidence of managing a rolling programme of maintenance	✓	
➤ Experience of project management	✓	
➤ Experience of managing budgets		✓
➤ Evidence of managing cleaning, security and grounds maintenance services		✓
Personal Qualities		
➤ Self-motivation and person drive to complete tasks to the required timescales and quality standards	✓	
➤ Commitment to continuous self-development	✓	
➤ Excellent interpersonal and team working skills	✓	
➤ Ability to priorities own workload and work to deadlines	✓	
➤ Flexible over working hours according to the needs of the school and Trust	✓	
➤ Ability to work to deadlines	✓	
➤ Proactively generates positive working relationships	✓	
➤ Ability to inspire, support and energise others to achieve a common purpose	✓	
➤ Ability to demonstrate and promote good practice in line with the ethos of the Trust	✓	
➤ Commitment to the safeguarding and welfare of all students	✓	