

JOB DESCRIPTION and PERSON SPECIFICATION

ACADEMY:	Bridgeview Special School & Whitehouse PRU Part of Venn Multi Academy Trust	POSITION NO:
		GRADE: 6
JOB TITLE:	Site Manager	DATE PREPARED: February 2022
EVALUATION DATE:	1 March 2022	JE NUMBER: NJCV64

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trust's Equal Opportunities in Employment Policy.

PURPOSE:

- To undertake repair and maintenance of the school site to include ensuring that the site environment is kept clear of litter, graffiti etc
- To ensure the safe and secure custody of the site.
- To monitor the effective provision of all utilities and support services.
- To work with the Head of School and School Business Manager on the development of the site, ensuring stakeholder needs are met whilst considering legislation and health and safety.
- Maintaining contracts relating to building and premises. Researching alternative providers in the interest of best value.
- Oversee and promote community use.
- To advise and support the Head of School and all staff in relation to health and safety matters.
- To advise and support the Head of School and Business Manager on building projects and premises matters.
- To positively promote the school
- To drive the school minibus when required.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

- | | |
|----|--|
| 1. | To promote and safeguard the welfare of children and young people. |
| 2. | <p>Responds to callouts (when necessary) and undertakes the necessary activities to ensure the site is safe and secure (e.g. liaising with contractors for emergency repairs, police etc.)</p> <p>To respond to challenging and unpredictable circumstances.</p> |

3.	Manages the school health and safety policy to ensure compliance with all relevant health and safety property and site inspections, prepare risk assessments (and to advise others where necessary) and undertake property and site inspections to identify health and safety issues and to act/or advise school management on any areas of concern. Monitors standing water and tanks to safeguard against Legionnaires disease. Undertake monthly checks of water and maintain records. Organise and participate in any inspection to comply with Health and Safety or other legislation and advise on risk assessments.
4.	Undertakes emergency cleaning, carry out maintenance and repair to maintain the fabric of the building and site services. Authorise repairs and contract variations within delegated budget to ensure that a safe secure environment is maintained. To undertake routine porter duties.
5.	Undertakes the required duties in connection with approved lettings of premises and after school activities including health and safety/fire safety induction, porter duties etc.
6	Monitors, operates and organises the service and maintenance of site services, e.g. heating, water, electricity. Determines priorities, plans, allocates and monitors work. Review all premises service agreements on an ongoing basis to ensure fit for purpose services and value for money.
7.	To assist the School Business Manager to draw up planned, preventative maintenance programmes (including estimated costing). Too undertake the gathering of best value quotes for all building and refurbishment works and services including any improvements recommended by Ofsted inspections, grounds maintenance, waste management and environmental health for the consideration of the Head of School, the Governing Body and Venn Academy Trust. To monitor provision of external contractor services and intervene over areas of concern to ensure compliance. To liaise on behalf of the school and Trust with external agencies, architects, building control officers with regards to site, building, plant and safety. To monitor and manage stock within remit of post.
8.	To ensure that all legislation with regards to Fire Safety in school is followed and complied with in role as Fire Warden. To implement a programme of fire safety checks and report to the Head of School, School Business Manager and Governors.
9.	Monitors records, eg asbestos and inform contractors and ensure contractors sign the asbestos documentation. To maintain and update all site records using ICT.
10.	To work with the Head of School and School Business Manager to advise and support staff on Health and Safety issues and undertake risk assessments. Advise staff to ensure that school policies in relation to Health and Safety matters are completed with and objectives and deadlines are achieved.
11.	To direct and support the cleaning team to ensure the site is kept to a high standard.
12.	To oversee all outside grounds maintenance of the site
13.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

Responsible for the all the cleaning team.

2. Responsibility for Customers/Clients:

Teaching staff, Support staff, Governors, parents, children, visitors to site.

Responsibility for training and advising all staff in Health and Safety matters and assessing risks.

3. Responsibility for Budgets:

Delegated repairs and maintenance budget and delegated cleaning budget.

4. Responsibility for Physical Resources:

Carrying out grounds maintenance, responsible for the tractor mower, undertake and maintain PAT testing, boiler house/plant maintenance, fire alarms and fire safety practices, playgrounds, maintenance tools, water tower.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within the Academy:

School Business Manager

Head of School

Cleaners

School Governors, teaching staff, support staff, parents, community.

2. Within the Trust

Other Site People across the trust

Neighbouring schools when support is required

3. With External Bodies to the Trust

Other public services, i.e. PCSOs.

Community representatives.

External contractors.

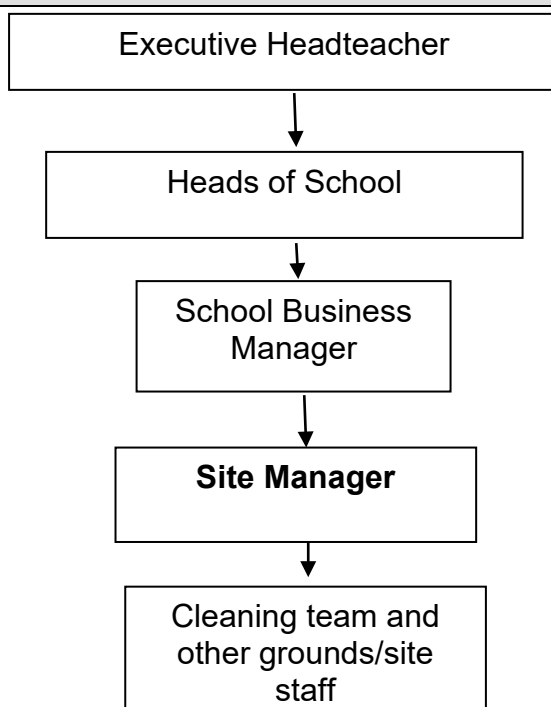
Community representatives.

Health and Safety Officers.

Asset Management Team.

Other schools.

ORGANISATION CHART:



	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).				Y			Porter duties, stretching, bending, lifting and general maintenance of the fabric of the building. Grounds maintenance.
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).				Y			Maintenance of toilets and drains, internal and external.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			Y				Stress due to deadlines, pressure of out of normal office hours working (lone working). Contact with unauthorised people on site. Out of hours call outs.

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	Qualifications:			
	Health and Safety qualification (or willing to work towards)	✓		AF,CQ
	Basic skills numeracy and literacy level 2 or equivalent	✓		AF,CQ
	PAT Testing		✓	AF,CQ
	Skilled labourer/handy man knowledge or trade qualification	✓		
2.	Relevant Experience:			
	Managing staff		✓	AF
	Ability to undertake site maintenance and minor repairs	✓		AF, I
	An awareness of security issues relating to premises management	✓		AF,
	Experience of working in a school setting		✓	AF
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people	✓		AF,I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF,I
	Ability to manage a small team as required	✓		AF,I
	Understanding of the complex building fabric, systems, usage and related operational and security issues	✓		AF,I
	Ability to work on own initiative	✓		AF,I,R
	Ability to undertake repairs, decorating, maintenance and service activities. Ability to undertake cleaning, routine and emergency repairs. Lifting and handling skills	✓		AF,I
	Good understanding of relevant policies and health and safety issues	✓		AF,I
	Ability to consult and negotiate with stakeholders and external contractors	✓		R,I
	Responding to unpredictable circumstances	✓		AF,I
	Abilities and skills to support the wider life of the school	✓		I
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		A,I
	An ability to undertake repairs, maintenance and service activities	✓		A,I
	An understanding of complex building fabric systems, usage and related operational security issue	✓		A,I
	COSHH understanding	✓		A,I
	Ability to access the scrutiny risks and health and safety issues associated with site and buildings	✓		A,I

PERSON SPECIFICATION		Tick relevant column		List code/s*
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	Good understanding of the relevant local policy and health and safety issues	✓		A,I
	Good understanding of the contractors obligations for grounds maintenance and cleaning	✓		A,I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		A,I
	Flexible approach to working arrangements, including providing support on occasion to neighbouring schools	✓		I
	Good interpersonal and communication skills to deal with all stakeholders. Ability to ensure best value when negotiating variation or repair costs with contractor or suppliers	✓		A
	Self-confident and diplomatic	✓		I
	Written Skills			
	Good written/email correspondence appropriate to respondents conveying guidance or information	✓		A,R,
	Good accurate report writing and record keeping appropriate to requirements	✓		A,R,
	Maintain logs/records relating to post on computerised system	✓		I
	To update relevant policies	✓	✓	I
6.	Other:			
	None			
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
8.	Additional Requirements:			
	To have a driving licence and be willing to successfully take the minibus test	✓		AF / I
9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)

Signed Dated.....