

Job Outline Site Manager

Responsible to:	Head of School
Salary Grade:	LGS Scale 8, Point 25-28
Full Time:	37 hours per week, 52 weeks per year. Hours may be variable to suit the needs of the job. Some evening work will be required.

Colne Community School is an expanding school looking to recruit a diligent Site Manager to lead our Premises Team and line managing our Catering Manager. Our Premises Team provides a key service within the school and therefore the ideal candidate will have a strong focus on being a team player and having a very high standard of work.

Job Purpose

- To be responsible for the development, organisation, maintenance and housekeeping of the school site.
- Ensuring implementation and compliance with all statutory health and safety legislation and Codes of Practice in relation to premises issues.
- To carry out a range of facilities duties including security and supervision of the site, cleaning, maintenance and portage.

Core Requirements

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics and in particular will:

- Inspire trust and confidence in all stakeholders.
- Use the performance management process to enhance the professional practice of the team in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.

Key Responsibilities

Site Management and Development

- Prepare and implement the annual maintenance programme to be undertaken by the Site Team.
- To manage the cleaning, monitoring the standard of cleanliness and notifying the Sigma Trust estates team of any significant contractual concerns.
- To manage the site team and allocate tasks which are not beyond the scope of the post holders, directing them to carry out preventive maintenance and first line repairs.
- Implement and manage a system for school staff to report defects and to prioritise the work to be undertaken.

- Plan the preventative maintenance and repair programme in conjunction with the Sigma Trust estates team.
- Prepare and maintain an asset inventory.
- Monitor and manage the solar PV system, updating readings to the supplier on a quarterly basis, reporting financial performance to the MAT finance department.
- Produce client briefs with the Director of Estates for minor projects outlining works to be undertaken by contractors and ensure works completed to expected quality.
- Operate the heating plant and associated software so that the required temperatures are maintained in the premises and an adequate supply of hot water is available.
- Ensure that all facilities and cleaning equipment is in safe working condition and repaired as appropriate - keeping records where necessary.
- Ensure the prompt movement of all goods and equipment to the appropriate areas.
- To manage the grounds maintenance function notifying the Sigma Trust estates team of any significant contractual concerns.
- Direct the work programme of the external grounds maintenance team and ensure oversight of an annual programme of work.
- Quality assure all aspects of the site.
- Be responsible for the safety checks, maintenance and supervision of the school minibus - working with the Estates Compliance Manager to ensure all required servicing is completed.

Management and Supervision

- Organise and manage the work of the Assistant Site Manager to include allocation of duties, monitoring efficiency to ensure highest possible standards are achieved and implementation of the internal PMR process annually.
- Line manage the Catering Manager.
- To be responsible for the allocation of duties and hours of work of the Site Team and cleaning staff to ensure that resources are deployed effectively and efficiently.
- Directing, liaising and managing contractor activity on site to ensure that work meets the expectations laid out by the Senior Management and Trust Estates Department.
- Support the senior leadership team with the development of policies and practices.

Finance

- Responsibility for agreed budgets (Statutory Compliance, Repairs & Maintenance, Refuse, Health & Safety, Grounds Maintenance, Furniture, Cleaning).
- Responsibility for completing tasks (raising Purchase Orders, etc.) on the provided software as a budget holder.
- Ensure that financial procedures are followed at all times.

Security

- To co-ordinate the work of the Premises Team in the following tasks:
 - Unlocking and locking windows, gates and doors around the site at the required time
 - Ensuring alarms are set each night
 - Patrolling the exterior of the school premises to ensure that fences and gates are secure and repair damage as required
- Check the functioning of fire bells and assist with fire drills
- Respond to alarm calls outside of normal working hours.

Health and Safety

- Operate as the administrator for the Handsam platform (the school's online software for managing Health and Safety). This will include assigning tasks, monitoring and compiling reports for governors.

- Ensure duties are carried out in accordance with school based policies and health and safety procedures.
- To comply with individual responsibilities in accordance with the role of health and safety in the workplace.
- Act as the Health & Safety Officer ensuring the implementation and compliance with all premises related legislation and Codes of Practice.
- Monitor health and safety procedures in School to include carrying out appropriate risk assessments.
- With the Head of School, ensure termly fire evacuation drills take place and an annual lockdown procedure.
- Ensure individuals are aware of the 'Health & Safety Policy'.
- Undertake appropriate First Aid training.
- Attend Health & Safety Working Groups' and lead on key agenda items.
- Carry out routine H&S procedures and checks, particularly after each holiday period. This is inclusive of water management testing, weekly fire bell testing, flushing, PAT testing, and emergency lighting. This list is not exhaustive.
- Deliver H&S induction training to new starters.
- Any other reasonable health & safety duties as required to deliver the role.

Lettings, School Events and Income Generation

- To coordinate the work of the Assistant Site Manager, Site Assistants and Lettings Assistants to ensure that they are aware of the lettings booked and the requirements of the hirer.
- Ensure facilities are available as necessary for all after school events and that all required Health & Safety requirements are met (training, risk assessments, PAT, etc.).
- Oversee hire of the school premises as requested and assist in ensuring requirements of the hirer are met.
- Ensure that the school is returned to normal following any out of School events or activities.
- To maximise use of school site outside normal hours.
- To liaise with the finance team to ensure invoicing matches usage of site and payments are promptly made.
- Ensuring that the School Hire website is current and reflects the offer and facilities available.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

General

- To carry out any other reasonable tasks as may be required by the School.
- To adopt a flexible attitude to the working hours to cover other site staff absences and during school closure periods.
- Take a lead in the recruitment and selection of site staff.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for

identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and will be reviewed annually.

