



## **Job Description**

<b><u>Post:</u></b>	Site Manager
<b><u>Grade:</u></b>	Scale 26-28 - £30,451 to £32,234 pa
<b><u>Contract:</u></b>	37 hours per week, full time.
<b><u>Responsible to:</u></b>	Academy Business Manager

### **Purpose of the Post**

To be responsible for the day-to-day operational management, safety, cleanliness and security of the academy site and ensuring that it is safe for all users.

### **Specific Responsibilities:**

1. The post holder must carry out the duties with full regard to the School's Health and Safety, Safeguarding and Financial Regulations Policies.
2. Manage the work of the premises team and the Community Use Officer prioritising their workload and arranging their work schedules and rotas. Be responsible for the allocation, checking and monitoring of the quality of their work.
3. Be responsible for the quality induction, training and performance management for the premises team and Community Use Officer, carrying out annual appraisals in line with school systems.
4. Set up and manage repair programmes and defect reporting systems, ensuring that the buildings and grounds are well-maintained and fit for purpose.
5. In conjunction with the Academy Business Manager, be responsible for the management of the Asset Maintenance programme including the recording of and disposal of all fixed and portable school assets, managing the maintenance and replacement programme necessary to maintain it.
6. In conjunction with the Academy Business Manager, project manage all capital projects including estimates, quote management, commissioning, handover and final account.
7. To liaise and maintain relationships with suppliers, contractors and hirers of the school and deal with any problems as they arise.
8. Report regularly to the Academy Business Manager and Chief Operating Officer on the future resource requirements with regard to the general maintenance of the site and fabric of the school.
9. Contribute to the budget setting process both annually and long-term in relation to both reactive and proactive maintenance and capital projects.
10. Manage the day-to-day premises budgets, holding responsibility for the authorisation of work and the signing of relevant purchase orders.
11. Work with the Academy Business Manager and Chief Operating Officer in the appointment of site contractors in accordance with the school's Finance regulations and seeking to ensure that best value is obtained at all times.

12. Manage the work of maintenance, cleaning and grounds contractors, ensuring that the standard of work is in accordance with agreed Service Level Agreements or contract agreements.
13. Be responsible for the management and operation of site security systems including fire alarm systems, intruder alarm systems and security door systems.
14. Ensure that all Health and Safety regulations in relation to premises management are complied with including, for example, fire regulations, risk assessment, management of COSHH, provision of PPE, working at height, management of work equipment, management of contractors.
15. Check site regularly (at least weekly) for any potential Health and Safety issues, taking corrective action where necessary.
16. Complete risk assessments in relation to any concerns on site and take any corrective actions where necessary.
17. Ensure all contractors visiting the site are fully inducted on health and safety procedures, relevant risk assessments and provided with the Asbestos register.
18. Be responsible for all contracts in regards to health and safety inspections and servicing contracts.
19. Be responsible for the overall coordination and management of school vehicles.
20. To contribute to Support Staff Management Team (SSMT) meetings.
21. Attend Health and Safety Committee meetings as necessary.
22. To be a point of contact for neighbours and neighbouring organisations and all other non-teaching external bodies e.g. Utility Companies, Police, Fire and Local Authority.
23. Carry out all duties with due regard to confidentiality and data protection regulations.
24. The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children.
25. To undertake such additional duties as are reasonably commensurate with the level of this post.
26. To perform temporary and minor repairs around the school site and to take the lead on and contribute to scheduled works (the role is typically 50% office based and 50% 'hands on').
27. To offer flexibility of working hours in unforeseen circumstances and to arrange and provide cover for community use and site team absence if required.

### **Additional Duties**

To be willing to be trained as, and to be one of the School's many, First Aid Officers.

Any other duties deemed reasonable, as directed by the Chief Operations Officer.

### **Review of Performance**

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'

### **Generic responsibilities:**

- To work consistently to uphold School's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with Students in a courteous, positive, caring and responsible manner at all times.

- To take an active and positive role in the school's commitment to the development of Staff, and their annual review procedures.
- To uphold all School policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the School in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the School's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all Staff should at all times be supportive of School policies for the Students;  
e.g. 1 professional, and appropriate, appearance at all times including when out of School, e.g. trips, CPD etc.

The post is subject to a satisfactory Disclosure & Barring Service check and satisfactory references.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

