

Job Specification



Role	Site Manager
Grade	4
Site	Please specify preferred location
Hours	Full time and part time vacancies available

1. Job Purpose

- 1.1 To be responsible for the strategic overview and management of the school/college/college premises, site and associated facilities across the Trust.
- 1.2 To be responsible for the Health and Safety compliance and ad hoc works carried at the allocated site.
- 1.3 To manage site staff including cleaners at your allocated site/s, including the allocation and monitoring of work and performance appraisal.
- 1.4 To monitor the work of external contractors on site.
- 1.5 To periodically work at other sites across the Trust to gain an understanding of how different sites work and provide support when needed.

2. Key Responsibilities

- 2.1 Security
 - 2.1.1 To ensure and improve the security systems of the premises and its contents both when the buildings are in use and when closed (including the operation of shutters and the fire and burglar alarm systems and main key holder responsibilities).
 - 2.1.2 To be the principal keyholder and to be responsible for all keyholder duties including the routine and non-routine opening of the premises and grounds and arranging for cover during holidays.
 - 2.1.3 To be familiar with procedures as laid down by the Local Authority and the Trust Board/Local Governing Body of the establishment as they relate to fire, flood, breaking and entering, major damage or

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incident and to react accordingly by providing safe access and exit to the premises.

- 2.1.4 To be responsible for the security and the cleanliness of the boiler houses and store rooms.
- 2.1.5 To report any unusual occurrence to the appropriate emergency or other services and inform officers/members of staff as appropriate.
- 2.1.6 To be responsible for the security of the site and checks of the building, including the operation of security alarms and ensuring regular contact with the out of hours call out security company.

2.2 Maintenance

- 2.2.1 To operate a healthy and safe working environment in accordance with the Health and Safety at Work Act 1974 and to ensure that declared policies are adhered to.
- 2.2.2 To be responsible for all operational duties relating to the lighting and heating of the premises and grounds lighting.
- 2.2.3 To monitor the conditions of the school/college/college fabric and to be responsible on a day-to-day basis for approved and agreed repair and maintenance work and to ensure that repair and maintenance needs are recorded, discussed with the Executive Head and if appropriate actioned.
- 2.2.4 To be the point of contact for all building and site contractors and agencies and monitor their standard of work.
- 2.2.5 To ensure the risk management systems are in operation and effective.
- 2.2.6 To be responsible for the servicing for the building's plant and fire monitoring systems and CCTV.
- 2.2.7 To ensure that all hard playing areas and paths are free from litter and all drains, gullies and gutters are free-flowing and clean.
- 2.2.8 To check that the premises are up to the correct temperature by the designated time and that adequate hot water is available and appropriate action to be taken, including monitoring where necessary.

Commented [HM1]: Would this include Trust Estates Lead?

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- 2.2.9 To co-ordinate and contribute where necessary to emptying on-site litter, clinical and general waste and recycling bins and replace liners as appropriate and to inspect and replenish soap, toilet paper, and paper towels as required.
 - 2.2.10 To carry out repairs of a minor nature which do not require specialist knowledge both inside and outside the building.
 - 2.2.11 To make arrangements for specialist repairs and maintenance in liaison with the Trust and within the delegated budget.
 - 2.2.12 To ensure that there is safe and secure access to all areas of the school/college/college building.
 - 2.2.13 To be responsible for the compliance with the Control of Substances Hazardous to Health Regulations 1988 (COSHH) in relation to site chemicals, and ensuring a system is in place with the Head.
 - 2.2.14 To be responsible for all operational duties relating to the cleaning of the premises and grounds [optional].
 - 2.2.15 To safely maintain all cleaning materials and stock.
- 2.3 Resources
- 2.3.1 Make suggestions to the Trust Estates Leader on matters relating to energy control and conservation.
 - 2.3.2 Maintain records, information, data as appropriate and meter readings.
 - 2.3.3 Undertake safety audits of the premises including risk assessments.
 - 2.3.4 Ensure timely and accurate preparation and use of specialist equipment/resources/materials.
 - 2.3.5 Ensure lights and other equipment are switched off as appropriate.
- 2.4 Organisation and Supervision
- 2.4.1 Ensure satisfactory receipt and distribution, collection and despatch of premises related goods to and from the school/college.

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- 2.4.2 Organise and participate in the movement of furniture within the building.
 - 2.4.3 Be responsible for the day-to-day management and supervision of the site team.
 - 2.4.4 Direct/supervise other site staff including Site Apprentices.
 - 2.4.5 Organise the use and maintenance of school/college/college vehicles and to arrange servicing as required by the Executive Head.
- 2.5 Standard Duties
- 2.5.1 To actively promote the equalities and diversity agenda in the workplace and in service delivery.
 - 2.5.2 To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality. To report all concerns to an appropriate person and via compliance procedures.
 - 2.5.3 To promote and ensure the health and safety of students, staff and visitors at all times. To ensure all statutory checks, compliance and actions are carried out in reasonable time.
 - 2.5.4 To participate in self-improvement in performance through workplace development.
 - 2.5.5 To attend relevant meetings as required (e.g. Buildings & Site Committee, Health and Safety Committee, Tenders, Trust Estates).
 - 2.5.6 To treat all users of the school/college with courtesy and consideration and present a positive personal image which will contribute to a welcoming school/college/college environment.
 - 2.5.7 Undertake any additional duties commensurate with the grade of the post or directed by the Education Impact Academy Trust or Executive Head.
- 2.6 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with.

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- 2.7 To ensure all tasks are carried out with due regard to Health and Safety, Safeguarding and Keeping Children Safe in Education. Notification to HSE when appropriate and required.
- 2.8 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.9 To adhere to the ethos of the school/college/college
 - 2.9.1 To promote the agreed vision and aims of the school/college/college.
 - 2.9.2 To set an example of personal integrity and professionalism.
 - 2.9.3 Attendance at appropriate staff meetings and parents' evenings.
- 2.10 Site Development
 - 2.10.1 To actively contribute in capital programmes.
 - 2.10.2 To ensure Stakeholders and contractors adhere to school/college/college needs and Health & Safety.
 - 2.10.3 To ensure deadlines, quality assurance and budgets are met with the support from the Estates & Environment Leader and/or School/College Leadership.
 - 2.10.4 To ensure estates meet DFE guidance for young peoples' additional needs and legal Education Health Care Plan guidance (e.g. BB100, BB104).
 - 2.10.5 To engage with relevant experts and consultants.
- 2.11 Split Site Working
 - 2.11.1 Clean driving licence to travel between sites.
 - 2.11.2 Ensure school/college minibuses' MOT, insurance and safety checks are within date and completed.
 - 2.11.3 Flexible to work between sites across the Trust when needed.

3. Supervision Received

Supervising Officer's Job Title: Trust Estates and Environment Leader

Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~

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2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~

3. Plan own work to ensure the meeting of defined objectives

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
Cleaners	1	Ongoing	Day to day management
General site staff	2 and 3	Ongoing	Day to day management

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Evidence of continued CPD in relation to Estates, eg Fire, Legionella, general health and safety Training will be provided if needed	AF/C/T
Experience Relevant work and other experience	Significant relevant experience	AF/I
	Previous experience of supervising staff	AF/I
	Previous experience in a school/college	AF/I
	Previous experience managing a budget	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Ability to undertake administrative tasks including budget monitoring	AF/I
		AF/I

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	Knowledge of COSHH and Health & Safety Act	AF/I
	Ability to undertake a range of maintenance tasks	AF/I
	Excellent interpersonal skills	AF/I
	Excellent organisational skills	AF/I
	Ability to present straightforward reports	AF/I
	Ability to prioritise own workload and that of cleaning and caretaking staff, as appropriate	AF/I
	Ability to lead and motivate a team effectively	AF/I
	Ability to work on own initiative and make decisions	AF/I
	Ability to work under pressure	AF/I
	Ability to develop good working relationships with staff pupils visitors and all users of the school/college site	AF/I
	Ability to work without supervision	AF/I
	Ability to achieve high quality/best value	AF/I
	Ability to use emails, Microsoft Word, Excel and other online platforms	AF/I
Training	Willingness to undertake further training as appropriate Training in COSHH, IOSH or NEBOSH	AF/I
Other	Ability to undertake manual work and to perform tasks included in the job description	AF/I
	Availability for call-out duties (e.g. to respond to alarms)	AF/I
	Willingness to wear protective clothing as supplied and ensure others required adhere to Health & Safety	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

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