

## Job Description Site Manager

<b>JOB PROFILE NAME:</b>	<b>Site Manager</b>
<b>LINE MANAGED BY:</b>	<b>Headteacher/Principal</b>
<b>PROFESSIONALLY REPORTS TO:</b>	<b>Headteacher/Principal</b>

### Purpose and key objectives of the Role

To be responsible to the Headteacher / Principal for the premise's management of the academy.

The general duties will include:

- Operate and maintain site equipment and compliance systems (e.g. iAM Compliant).
- Carry out specialist maintenance tasks within skill level; coordinate external contractors for additional repairs.
- Keep workspaces and storage areas clean and well-organized.
- Ensure all work complies with health and safety regulations.
- Provide advice and guidance on site-related matters as needed.
- Build positive working relationships with staff and model professionalism for pupils.
- Take part in performance appraisals and continuous improvement processes.
- Prioritise and manage maintenance and repair tasks effectively.
- Control site access and maintain the security of the premises.
- Oversee cleaning standards and assist where necessary.
- Plan for the development and efficient use of the school site.
- Promote a safe and healthy school environment and oversee contractors on site.
- Lead and manage site staff, including cleaners and external personnel.
- Keep compliance systems up to date with all necessary documentation.
- Liaise with the Trust's Central and Core Teams, ensuring policies and procedures are followed.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce. The post you are applying for involves working with children and/or young people and you will be subject to Victorious Academies Trust's safer recruitment process.

### Operational Accountabilities:

The Site Manager will provide an efficient and effective organisational support to the academy as follows:

#### Organisation

- Fulfil wider professional responsibilities by:
  - Making a positive contribution to the wider life and ethos of the school.
  - Developing effective professional relationships with colleagues, and knowing how and when to draw on advice and specialist support.
  - Deploying staff effectively.
  - Taking responsibility for improving site maintenance through appropriate professional development, responding to advice and feedback from colleagues.
- Be responsible for the school premises by:
  - Attending to all matters relating to the alarm system and key holder information.
  - Opening and closing the school each day.
  - Disarming and re-arming the alarm system.
  - In partnership with all other members of staff, maintaining the security of the school site by being vigilant.

- Working with third parties to respond to emergencies out of school hours.
- Making other members of staff aware when external agency staff are on the premises.
- Manage contractors on the school premises by:
  - Arranging for minor repairs and works to be carried out by contractors in consultation with the Headteacher/Principal.
  - Acting as a liaison officer with contractors and the school or external agencies as appropriate, regarding access to the premises and whilst they are on site.
  - Monitoring the progress of the work and assisting the Headteacher/Principal in ensuring that work is carried out to the required standard, as appropriate.
  - Liaising with and ensuring that contractors work within health and safety legislation ensuring safety of all individuals using the school premises.
  - Reporting any issues and concerns to the Headteacher/Principal.
  - Verifying all contractors have the necessary certification as required to carry out their allocated work.
  - Verifying all contractors have suitable DBS clearance.

#### **Management**

- Line manage the cleaning staff ensuring the effective and efficient operation of the department and that each individual is effectively deployed.
- Hold regular team meetings with the cleaning staff in order to address any issues arising and to bring these to an acceptable conclusion wherever possible.
- Be responsible for the performance management and professional development of the cleaning staff.
- Be responsible for the recruitment and induction of cleaning staff.
- Support the schools finance lead manage the allocated budget in line with the Trust financial procedures.

#### **Health and safety**

- Carry out regular health and safety checks in line with the trust and school's Health and Safety Policy.
- Ensure that all members of staff are aware of the emergency procedures, as well as their roles and responsibilities during an emergency.
- Ensure that all work carried out by cleaning staff is carried out with due regard to the Health and Safety Policy.
- In conjunction with the Headteacher/Principal, regularly carry out a risk assessment of the site and keep appropriate records.
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction.
- Ensure that inflammable materials for use around the site are safely stored and advice is given on the storage of combustible materials.
- Ensure that dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations.
- Inform the Headteacher/Principal of any changes that are required to the COSHH inventory.
- Check and maintain equipment within the school.
- Organise the removal of rubbish from the site as and when necessary.
- Organise the gritting of the premises in icy weather in line with the Health and Safety Policy.
- Ensure appropriate legionella checks are carried out and recorded.
- Keep the asbestos register up-to-date and ensure that all contractors sign the register.
- Monitor and maintain the schools Health and Safety Policy and procedures as they relate to the building, facilities, cleaning and grounds by ensuring:
  - Fire alarms are tested in line with guidelines.
  - There is appropriate assistance in all fire safety evacuation procedures and tests.
  - An emergency evacuation practice is carried out and appropriate records are kept.
  - Equipment used by caretaking and cleaning staff is validated and in safe working condition.
  - Risk Assessments and COSHH Assessments are up-to-date, and staff are trained in their use.
  - Records are kept of regular checks and service calls on equipment.

#### **Additional duties**

- Work as part of a multi-disciplinary team.
- Participate in training sessions as required.
- Maintain school policy and procedures, where appropriate, with regard to school policies and procedures, particularly Health and Safety, equal opportunities, customer care, emergency evacuation, security and standards in relation to the work place.
- Carry out annual audits of the school premises.
- Carry out additional tasks as reasonable expected under the direction of the Headteacher/Principal and other members of the school SLT.

#### Additional Role Information

- Physical effort is required at frequent intervals, including standing, walking, lifting, carrying, pushing and pulling and working in awkward positions
- Ensuring that windows are closed, lights turned off and doors locked before leaving the area.
- Covering for other cleaners if necessary in the event of staff shortage.
- Ensuring that health and safety guidelines are followed at all times whilst on the premises.
- Ensuring that all users of the building are treated with care and consideration.
- To take every opportunity to promote a favourable image of the school to all users of the building and lead by example through demonstrating the schools core values of at all times.
- A calm and organised nature.
- Excellent verbal and written communication skills.
- Excellent time management and organisation skills.
- A flexible approach towards working practices.
- High expectations of self and professional standards.
- The ability to work as both part of a team and independently.
- The ability to maintain successful working relationships with other colleagues.
- High levels of drive, energy and integrity and commitment of working under pressure.
- A commitment to equal opportunities and empowering others.

#### Person Specification

Attributes	Essential	Desirable
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>• Computer literate with good working</li> <li>• knowledge of ICT including the use of Microsoft Office.</li> <li>• A first aid certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• A degree or recognised qualification in construction management or a related subject.</li> <li>• Full driving licence.</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• At least two years of experience of site maintenance within a school environment or similar.</li> <li>• Experience of working with contractors.</li> <li>• Experience of managing COSHH.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of site management within a school environment.</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>• A clear understanding of the infrastructure of the school and how to maintain it.</li> <li>• Knowledge of effective intervention strategies to improve the quality of the premises.</li> <li>• Knowledge of relevant policies, codes of practice and legislation.</li> <li>• Experience undertaking risk assessments.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of relevant legislation.</li> <li>• Skills in effective resource management and deployment.</li> <li>• Able to use a range of basic tools, machinery and equipment.</li> <li>• Able to work at heights.</li> <li>• Able to lift and carry items.</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Punctual, with a good attendance record.</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated to promoting their professional development, and that of others.</li> </ul>

	<ul style="list-style-type: none"> <li>• An excellent communicator, verbally and in writing.</li> <li>• Organised.</li> <li>• An excellent time manager.</li> <li>• Hardworking, with high expectations of themselves and their professional standards.</li> <li>• Committed to CPD.</li> <li>• Able to work both independently and as part of a team.</li> <li>• Able to maintain successful working relationships with other colleagues.</li> <li>• Able to plan and resource effective interventions to meet curricular objectives.</li> <li>• Driven and energetic.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to plan and take control of situations.</li> <li>• Committed to contributing to the wider school and its community.</li> <li>• Able to effectively promote the school's ethos and vision.</li> <li>• Capable of handling a demanding workload and successfully prioritising work.</li> <li>• Professionally assertive and clear thinking.</li> <li>• Able to work flexibly, attending morning and evening meetings, in addition to managing a demanding workload.</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• An enhanced DBS certificate and barred list check.</li> <li>• Evidence for their previous work experience.</li> <li>• References.</li> </ul>	