



## Job Description

<b>Department</b>	Facilities
<b>Post Title:</b>	Site Manager
<b>Salary Scale/Range</b>	SO1 (Point 23-25) £34,434 - £36,363
<b>Hours</b>	Full Year, Full-time
<b>Permanent/Fixed Term</b>	Permanent
<b>Posts Responsible to</b>	School Business Manager
<b>Posts Responsible for</b>	Site Team

### **Role Purpose:**

The Site Manager will support the School Business Manager and the Headteacher by taking responsibility for ensuring that identified school sites, associated buildings, facilities, are operated in full compliance with the Trust's Estate Strategy and guidance.

To ensure a high standard of Health and Safety and that all relevant regulations are implemented and adhered to. To have overall responsibilities for a high standard of cleaning, maintenance, security and grounds maintenance across the school, both internally and externally.

Manage other estates staff including allocation and monitoring of work and performance appraisal and supervision of external contractors on site.

To be a responsible key holder and manage maintenance, security and facilities systems on site including alarm systems, CCTV and surveillance systems.

To assist, supervise and manage projects with support of the Trust Facilities Manager.

### **Key Accountabilities/Primary Responsibilities:**

Tasks that may be carried out in this role include, but are not limited to:

### **Health and Safety Compliance**



- To be responsible for the day to day management, monitoring and evaluation of the programmes of planned, cyclical, legislative maintenance as delivered by appropriate contractors and ensure that compliance certification and documentation is up to date.
- To ensure that all in-house technical inspections and testing related to estates activities are undertaken and recorded in-line with Trust processes. This includes fire bells tests and the checking of fire extinguishers, emergency lighting and fire doors.
- To take responsibility for ensuring that general maintenance and repairs in the school, are completed swiftly, safely and in accordance relevant regulations and guidance, taking appropriate action to address any safety hazards/unsafe practices in and around the building.
- To be responsible for ensuring the Trust fully meets its Health and Safety obligations within the school and school site including overall responsibility for the management of COSHH across the school site.
- To manage security/health and safety risk assessments and dissemination and compliance with health and safety policies and procedures.
- Ensure safe working practices are adopted across the school in accordance with the Trust's Health and Safety Policy and current codes and legislation.
- Establish procedures and working practices in conjunction with specialist consultants to achieve compliance with Trust policies and relevant legislation.

#### **Contractors and Project Management**

- To establish constructive relationships and communication with external contractors and other agencies / professionals and record performance in line with the contractor's code of conduct.
- To support the liaison and negotiation of the contractual agreements for the school and ensure that these are adhered to by all parties.
- Where appropriate to ensure that the school complies with Construction Design Management (CDM) regulations.
- To manage all on-site contractors and agency staff related to buildings and facilities ensuring they fulfil the requirements including health and safety and safeguarding and monitor their performance effectively.
- To monitor the performance of estate-related contracts and record performance against specified standards.

#### **Maintenance**

- To be responsible for the day to day management of the estates repairs and maintenance issues desk and associated system.
- To ensure that regular grounds maintenance and cleaning duties are undertaken, including collecting litter, emptying external waste bins, and ensuring safe access is maintained on the site in periods of severe weather conditions.
- To maintain a preventative estates and maintenance database with continued monitoring of building condition.



- To analyse records of reactive, routine, and statutory maintenance function to identify patterns of emerging liability and cost-effective discharge of defects.
- To be responsible for overseeing the provision of building condition data as required by the Trust and reporting on backlog Maintenance.
- To prepare regular reports on progress of the estate's development and maintenance work and expenditure against the relevant plans and budgets.
- To commission and manage the maintenance and upkeep of specialist equipment across the school e.g. sports, technical, theatre and therapy equipment, liaising with the appropriate technical support staff.
- Where appropriate, organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head Teacher.

#### **Asset Management**

- To be responsible for implementing the Trust's asset management strategy. Preparing detailed asset information. Developing and maintaining the school's asset management database utilising the data to implement the Long-Term Maintenance Plan for the school having due regard for priority, budget, resources, and implication for other Trust objectives.
- To develop appropriate forward maintenance plans and asset management plans for the school site with due consideration for the availability of budgets and resources.

#### **Leadership**

- To be responsible for the management and recruitment of a team of in-house site staff and outsourced cleaning staff and to oversee the activities of external contractors.
- To take a lead role on the planning, review, updating, development, implementation and monitoring of procedures/policies and systems as required.
- To be responsible for maintaining accurate record drawings across the school making necessary amendments following alteration
- To have overall responsibility for effective security within the school and its environment, acting as a key holder including attending emergency call-outs as appropriate.
- To ensure there is a swift response and resolution to premises emergencies arranging callouts with contractors, as necessary.
- To manage internal resources and external supply chain effectively to achieve planned outputs for programmes of work liaising with key staff on the timing and implementation of the works to minimise disruption.
- To develop record/information systems which monitor and analyse issues relating to building and facility management through computerised or manual systems.
- To ensure that there is an effective portering service within and outside the school building including the setup of furniture and equipment for school events, including assemblies, examinations, parents' meetings, and open evenings, when required.
- To provide organisational and advisory support to the Head Teacher, Governing Body and colleagues across the Trust as appropriate, on buildings and facilities issues.



- To advise and be responsible for the management of matters relating to energy control and conservation.

#### **Budget Management**

- To be responsible for the management and supervision of the operation of school lettings system and liaison with any external provider.
- To be responsible for providing advice, producing cost plans and ensuring the delivery of in year construction and/or refurbishment projects, as agreed with the Headteacher.
- To be responsible for the selection and management of resources, including budget planning, management of a budget and regular audit of resources in accordance with the Trust's financial regulations.
- To undertake budget monitoring and prepare costed plans for repairs/maintenance and building activities as required, and prepare specification for contracts for tender.

#### **School Ethos & Culture**

- To act as an integral part of the school support staff providing support to complement operational needs for team members as and when required.
- Promote & contribute to the overall School ethos/values/ and aims of the School & Trust applying it in all daily work activity

#### **Flexibility**

To deliver services effectively, a degree of flexibility is needed and the post holder may be required to complete work not specifically referred to above and occasionally to work outside normal working hours. Shift payments may be required.

***This job description is renewed on a regular basis at the time of the Annual Performance Review to ensure it accurately reflects the role being undertaken.***

#### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date
- Be a professional role model, and understand and promote the aims and the values of the Trust

#### **Safeguarding and Promoting the Welfare of Children and Young People**

- The Site Manager is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and lead on the Trust's policies and procedures in relation to safeguarding at all times ensuring alignment to 'Keeping Children Safe in Education' guidance.

**Data Protection**

- The Site Manager is expected to comply with the provisions of GDPR and the Data Protection Act 2018, the Freedom of Information Act and follow all of the Trust’s information governance policies and procedures at all times.
- Any information the Site Manager has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust’s Data Protection Policy. Nothing shall prevent the Site Manager from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

**Equality and Diversity**

- The Site Manager is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

**Health and Safety**

- The Site Manager has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The Site Manager must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust’s health and safety policies and procedures at all times.

Staff Member Name	
Signature	
Date	
Manager Name	
Signature	



Date	
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*The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.*