

## JOB DESCRIPTION

|                   |                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------|
| Job Title:        | Site Manager                                                                                           |
| Hours:            | 37 hours per week, All year round                                                                      |
| Contract:         | Permanent                                                                                              |
| Disclosure Level: | Disclosure Barring Service – Enhanced Certificate                                                      |
| Responsible to:   | Regional Site Manager                                                                                  |
| Liaison with:     | Regional Site Manager, site teams, school leaders/staff, support services teams, external stakeholders |

### **Job Purpose:**

Manage and undertake planned and reactive site duties to support all school maintenance needs and health and safety requirements in support of the Trust estates strategy. Plan and coordinate work of the school site team where applicable. Ensure TRUST policies, processes and procedures are followed at all times and that school sites are fully compliant with health and safety requirements. Ensure high quality service delivery is maintained at all times, using Every system for logging, and managing of jobs and for statutory recording. Work effectively with all internal and external stakeholders.

### **Key Responsibilities**

#### **Site Supervision/Management**

- Manage all school site needs to ensure ongoing compliance and effective support to school and to the Regional Site Manager.
- Ensure the estates management system (Every) is kept up to date and fully utilised at all times.
- Line manage Site Assistant(s), where schools have Site Assistant(s) employed.
- Liaise effectively with other site managers to ensure best practice is being shared and site teams are working collaboratively in support of Trust aims.
- Be the main point of contact for site needs, for school senior leaders, Regional Site Manager, and the wider Operations & Estates Team.
- Ensure job requests are prioritised and actioned effectively and in a timely manner.
- Provide feedback and information to the Regional Site Manager when requested and support them with the school's rolling programme of building condition works and estates development plan.
- Support the Regional Site Manager as requested and liaise with them regarding requirements for more skilled work, projects and/or contractor work as appropriate.
- Work with the Regional Site Manager to plan effectively for cover needs during times of absence – both planned and unplanned.
- Ensure planned school calendar events e.g. parents evening, after 6.00pm are supported by flexible working, overtime, shift adjustment within the site team.

### **Planned and Reactive Maintenance**

- Plan and carry out all daily, weekly, and other regular duties, as well as reactive duties. Including, but not limited to the below:
- Using tools and equipment for general maintenance work that is required, appropriate to skills and qualifications.
- Refer larger, more complex work where specialist knowledge may be needed to the Regional Site Manager.
- Use electronic estates management system (Every) to manage jobs, including logging and closing of jobs.
- Inspect and clear drains and/or gutters when required.
- Ensure school heating systems are operational at all times.
- Support with basic vehicle checks and maintenance as required e.g., school minibus.
- Check and maintain school grounds ensuring these are safe for public use.
- Oversee contractors carrying out work on site and ensure they are working in line with Trust and Health and Safety policies and practices.

### **Security**

- Carry out security checks and procedures for the school buildings and grounds, including setting intruder alarms and ensuring boundaries are secure and that all gates and doors are locked when required.
- Undertake routine and non-routine opening and closing of site.
- Respond to emergencies on site as required.
- Support with operation of CCTV equipment if required, in line with Trust policies and procedures with due regard to GDPR regulations.
- Act as key holder.

### **Cleaning and Waste**

- Carry out reactive cleaning duties when required – e.g., cleaning up spillages or cleaning graffiti.
- Ensure consumables are replenished as required (e.g., toilet roll, soap, hand sanitisers, hand towels)
- Undertake regular stocktakes of consumables and general site materials, requesting orders in a timely manner to ensure stocks are not depleted.
- Litter clearance across site.
- Emptying bins as required and disposing of waste appropriately and in line with legislation.

### **Health & Safety**

- Responsible for the monitoring and evaluation of Trust health and safety plans to ensure legal compliance, including staff training.
- Ensure general and specific risk assessments are carried out and recorded in line with all health and safety requirements and that a culture of positive risk management is embedded across the site.
- Ensure self and colleagues comply with Health & Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others.
- Liaising with designated personnel including Regional Site Manager and Health and Safety Manager within Trusts sites ensuring that documentation is up to date.

- Ensuring that Risk Assessments, COSHH Assessments are in place on school sites.
- Support reactive duties as required in the event of fire, flood, breaking and entering, accident or major damages.
- Gritting and snow clearance, when required in bad weather.
- Ensure appropriate pest control is in place.
- Keep site clean, safe, and tidy always, including site staff work areas and offices.
- Undertake statutory checks and inspections as required by Health & Safety legislation.
- Liaise with contractors, ensuring they are following Trust and Health & Safety processes and procedures.

### **Fire and Security**

- Ensure that all systems are regularly maintained and tested, appropriate records kept, and all related policies and procedures reviewed and updated.
- Oversee the preparation and maintenance of fire risk assessments for Trust sites.
- Be responsible for the development and management of appropriate measures for the security of the Trusts sites and buildings and the prevention of theft or damage to Trust property.

### **Staffing**

- To monitor and maintain standards of performance through line management of staff including staff in adherence with ATLP policies and procedures.
- To create a learning and development plan for the team.
- To demonstrate a positive working style with a committed and flexible attitude. Promote the importance and benefits of effective team working and well-being.
- To work closely with the HR team to proactively manage and mitigate any staffing issues.
- To carry out annual appraisals and performance reviews of those you line manage.
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

### **Safeguarding and Data Protection**

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

### **Additional conditions**

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.

- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy polices and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

## Person Specification: Site Manager

MOA – Method of Assessment

AF – Application Form

I – Interview

| CRITERIA                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | M.O.A.   |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>EDUCATION &amp; QUALIFICATIONS</b> | <ul style="list-style-type: none"> <li>• Minimum of GCSEs in English and Maths</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                   | AF/Certs |
| <b>EXPERIENCE</b>                     | <ul style="list-style-type: none"> <li>• Proven experience in estates or facilities.</li> <li>• Experience of leading a diverse team across a range of geographical locations, is desirable</li> <li>• Experience of using the Every system for managing workload</li> <li>• Detailed knowledge and experience of working within Health and Safety requirements and knowledge and experience of safe working practices</li> </ul>                                                           | AF/I     |
| <b>SKILLS AND ABILITIES</b>           | <ul style="list-style-type: none"> <li>• Good communication skills, both verbally and written</li> <li>• Ability to work flexibly, under pressure and to tight deadlines in line with the needs of the business</li> <li>• Excellent IT skills to include email, word and excel</li> <li>• Ability to work with others as part of a school site team and the wider Trust team</li> <li>• Ability to be able to travel across Trust sites without undue delay and at short notice</li> </ul> | AF/I     |
| <b>OTHER REQUIREMENTS</b>             | <ul style="list-style-type: none"> <li>• Committed to and able to promote the aims of the school and the values of the school and the Trust</li> <li>• Willingness to share expertise, skills, and knowledge</li> </ul>                                                                                                                                                                                                                                                                     | AF/I     |
| <b>CONTRA INDICATION</b>              | <ul style="list-style-type: none"> <li>• Positive Disclosure relating to young people or vulnerable adults</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       | AF/I     |