

## **JOB DESCRIPTION**

<b>POST TITLE:</b> Regional Site Manager	<b>Salary:</b> Grade 4 (23-31)
<b>RESPONSIBLE TO:</b> Estates Manager	<b>Hours:</b> 37 hours all year round
<b>Responsible for:</b> Site Managers	

### **Key liaisons:**

- Other Regional Site Manager(s)
- Estates Manager(s)
- Site Teams
- School Leaders/staff
- Support Services Teams
- External Stakeholders

### **Location:**

The role is part of the ATLP Central Services team, flexible and mobile working is encouraged. Travel across ATLP sites is required.

### **Job Purpose:**

Manage and undertake site services including project delivery across the region of schools/sites. Plan and coordinate work of the regional sites in accordance to need for both first response site services and higher tier skilled work. 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 evaluating priorities and highlighting areas of vulnerability. Ensure statutory compliance is up to date at all sites. Develop a plan to mitigate the need where possible for external contractors. Cover site team absence where needed. Manage site team ensuring they are working effectively at a local level. Ensure the estates strategy is being implemented effectively in all schools in the region.

## **KEY RESPONSIBILITIES**

### **Operations**

- Lead and manage Site Managers to ensure ongoing compliance and effective functioning at every site. This includes working with PFI schools, liaising with PFI site staff and ensuring non PFI elements of site services at PFI sites are delivered effectively.
- Ensure the estates management system (Every) is kept up to date and fully utilised at all times.
- Liaise effectively with other Regional Site Managers and Estates 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 Manager, including PFI site staff and the wider Operations & Estates Team.

- Ensure high quality service delivery is maintained at all times, using Every system for evaluating priorities and highlighting areas of vulnerability.
- Manage and undertake planned capital projects across the region of schools/sites as requested by/in consultation with the Estates Manager.
- Plan and coordinate work of the regional sites in accordance to need for both first response site services and higher tier skilled work.
- Support other Regional Site Managers and liaise with them regarding projects and/or contractor work as appropriate to ensure value for money.
- Work with the Regional Site Managers and Site Managers to plan effectively for cover needs during times of absence - both planned and unplanned.
- Manage larger, more complex work where specialist knowledge is required according to knowledge and skills and aligned with estates strategy.

**Ensure each site is operating efficiently and effectively in the following areas**

#### **Planned and Reactive Maintenance**

- Daily, weekly, and reactive duties, are well planned and carried out efficiently.
- Appropriate tools and equipment for general maintenance work are available and are being used appropriate to skills and qualifications of site team members.
- Use electronic estates management system (Every) to manage jobs, including logging and closing of jobs.
- Ensure school heating systems are operational at all times.
- School grounds are safe for public use.
- Contractors are operating safely on site in line with Health and Safety and safeguarding requirements and ATLP policies.

#### **Security**

- Security checks and procedures for the school buildings and grounds, including setting intruder alarms and ensuring boundaries are secure are in place.
- Emergencies are responded to as necessary.
- Operation of CCTV equipment is in line with Trust policies and procedures with due regard to GDPR regulations.
- Act as key holder.

#### **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 Health and Safety Manager within Trusts sites ensuring that documentation is up to date.
- Ensuring that Risk Assessments, COSHH Assessments are in place on all school sites.
- Support as needed in the event of fire, flood, breaking and entering, accident or major damages.

- In collaboration with the Health and Safety Manager undertake statutory checks and inspections as required by Health & Safety legislation.

### **Fire and Security**

- Ensure that all systems are regularly maintained and tested, appropriate records kept, and all related policies and procedures reviewed and updated.
- Responsible for the preparation and maintenance of fire risk assessments for school site, using external consultants where appropriate.

### **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 Regional Site Managers and Site Managers 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 catering teams, ensuring they have regular statutory training.

### **Additional conditions**

- The ability to work outside of the usual working day should the need arise. E.g., support with emergency callouts.
- 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 policies 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/dbs-filtering-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. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.

## **Person Specification**

<b>Values/Behaviours - the actions and activities that people do which result in effective performance in a job</b>		
We take ownership		
We work collaboratively with others		
We embrace and demonstrate a commitment to the One Trust vision		
We demonstrate a positive can-do attitude at all times		
We are solution focussed		
<b><u>Technical - the demonstration of specific skills, knowledge</u></b>		
Good communication skills, both verbally and in writing		
Experience of leading a diverse team across a range of geographical locations		
Ability to work flexibly, under pressure and to tight deadlines in line with the needs of the business		
Experience of using the Every system for managing workload		
Detailed knowledge and experience of working within Health and Safety requirements and knowledge and experience of safe working practices		
<b><u>Ability - the aptitude or potential to perform to the required standard</u></b>		
Ability to work flexibly, under pressure and to tight deadlines in line with the needs of the business		
Excellent IT skills to include email, word and excel		
Ability to work with others as part of a school site team and the wider Trust team		
Ability to be able to travel across Trust sites without undue delay and at short notice		
<b><u>Qualifications</u></b>		
Minimum of GCSEs in English and maths		