

## **Job Description – Site Manager**

### **Job Purpose**

To work closely with the School Business Manager:

- Ensuring delivery of a safe and well-maintained school site.
- Working closely with the Senior Leadership Team and other support staff to ensure the school environment provides the best possible support for teaching and learning activity.
- Ensuring all legal and statutory certification is in place as directed by the law and the Nova Education Trust.

### **Responsibilities**

The role falls into two main responsibility areas:

#### Health and Safety Management

This area requires the candidate to manage and monitor the day to day running of the school site in full compliance with legal and statutory requirements pertaining to the Health & Safety at Work Act 1975 and the Regulatory Reform (Fire Safety) Order 2002.

- Using the Online Estates Portal, ensure that all regular Health and Safety and Fire checks are undertaken and recorded in a timely manner.
- Using the Estates Portal, ensure that all statutory certifications and checks are recorded and remedial works/issues are actioned.
- Provide formal risk assessments as required by the school site.
- Managing and monitoring contractors to ensure safe implementation including compliance with H&S and safeguarding requirements on site.
- Work with line manager and Trust Head of Estates, review and then work within scope of H&S risk assessments, ensure safe working by self and contractors on site, and ensure the safety of others who may be affected by activities carried out on the site.
- Be responsible for arranging testing, and maintaining records to meet statutory regulations including, but not limited to, Portable Appliance Testing, fixed wire/gas safe, legionella, asbestos and fire checks.
- Ensure supplies and/or hazardous materials maintained on site are correctly stored and used in line with H&S requirements.
- Provide call out, open and close and essential health and safety checks.
- Comply with the policies and procedures of the organisation and wider trust and undertake regular training as required by the Senior Leadership team.

## Site and Operations Management

- Have responsibility for ensuring an effective and efficient caretaking, cleaning and maintenance service is delivered across whole school.
- Line manage caretaking and cleaning staff / contractors
- Attend training and networking meetings as required by the Trust
- Ensure the security of premises and grounds including opening and locking up, responding to alarms and making the building secure if necessary in emergency situations out of hours.
- Ensure the ongoing maintenance of plant and equipment, Heating, air management and other key systems, and ensuring boilers and other key related equipment are serviced and maintained in accordance with regulations and Trust requirements
- Ensuring external grounds are kept clean, tidy and safe including emptying litter bins, cleaning drains, salting hard surfaces and moving snow as required
- Be the main point of contact for external lettings
- Ensuring external lettings are maintained in accordance with regulations and Trust requirements
- Completing, or as appropriate overseeing minor building works, including obtaining quotes where needed, agreeing budget with the Trust Head of Estates and school based line manager
- Planning and delivery (as agreed with the Trust Head of Estates and school based line manager) of proactive and reactive maintenance supporting repair, renewal and improvement of premises.
- Carry out caretaking and manual handling duties as required to ensure the needs of the school are met including moving furniture, equipment, setting out of spaces around the building for example.
- Undertake cleaning duties including glass and windows; removing graffiti; line managing the cleaning team as needed (where services are outsourced) to ensure that all areas, including classrooms, toilets, corridors and halls are clean and tidy at all times.
- Assist with the procurement of services as agreed with the Trust Head of Estates and school line manager, including maintenance contracts and small works, ensuring best value and compliance with financial regulations.
- Be available to attend in the evenings or weekends when necessary for extra-school activities/to ensure safety and security of site.
- Comply with the policies and procedures of the organisation regarding safeguarding and welfare of children.

**Generic Requirements**

- It is a requirement of all posts within the Academy that Health and Safety requirements are upheld in the performance of duties
- All employees of the Academy are required to uphold the Equality and Diversity Policy and the Academy's Code of Conduct
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the Trust.