



Site Manager

Grade 5 - NJC 9 to NJC 15 (£23,194 to £25,878) per annum

37 hours per week, 52 weeks per year

Start date: ASAP

We are seeking to appoint a reliable and self-motivated professional to join our existing premises team in the day to day operational running of our school. The post holder will be responsible for security, safety, cleanliness and general maintenance /repairs; ensuring full compliance with current health and safety legislation.

Applicants must be willing to work flexibly, be able to use initiative and prioritise tasks effectively. A skilled trade background would be an advantage, though not essential. You must be able to demonstrate excellent communication and organisational skills, have good ICT, literacy and numeracy skills for accurate record keeping. The post holder is expected to attend emergencies outside of school hours and will be required to drive the Academy's minibus, therefore a full driving licence is essential.

The successful candidate will be required to work shifts as required between 6.30am and 7.00pm, and will be required to work a portion of their contracted hours in a cross-site capacity, at any school within the Aspire Schools Trust.

Why join the Sir William Robertson Academy?

Sir William Robertson Academy is a popular and successful 11-18 comprehensive school situated in delightful rural surroundings on the Lincolnshire/Nottinghamshire border. Pupils with a positive approach to learning, a committed staff and a supportive body of parents have helped to create a school which was judged by OFSTED (March 2019) to be 'Good' in every area of its provision. Sir William Robertson Academy has been acknowledged as one of the top 100 non-selective state-funded schools in England.

We will offer you:

A Competitive Salary

Excellent Pension Options

Healthcare Cashplan

Employee Assistance Programme

CPD Opportunities

Salary Sacrifice Schemes

Gym Membership Discounts

Cinema, High Street, Travel and Leisure Discounts

Staff Benefits Dashboard

Safer Recruitment: We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be subject to Safer Recruitment checks in line with the [Keeping Children Safe in Education](#) guidance, which includes an enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended) and will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.

How to Apply: Please visit the school website to complete an application www.swracademy.org/job-vacancies

If you have any questions about this vacancy, or would like to visit our school in advance of making an application please contact Mrs Samantha Quincey hr@swracademy.org or call 01400 272422.

Closing date: Noon, Wednesday 1 February 2023

**SITE MANAGER
JOB DESCRIPTION**

SIR WILLIAM ROBERTSON ACADEMY	
JOB TITLE: Site Manager	JEM Number Based on 01-200 and 01-220
REPORTS TO: School Business Manager	
1.	PURPOSE OF JOB: To provide an on-site premises maintenance service including security of the premises and its contents, 3G pitch maintenance and lettings, heating and lighting of the premises, portage and minor maintenance repairs. To work with Premises Administrator to ensure that the premises are cleaned to a high standard. To appraise and update Premises Administrator & School Business Manager on goods and services needed to maintain the premises and ensure that they are fully informed on all matters relating to the premises. To carry out safety checks as required and contribute to accurate records of these checks. To assist in maintaining the asset management register.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
i	To be responsible for the day to day security of the premises and its contents, routine and non-routine (e.g. emergencies) opening and closing of the premises. To be a named key-holder and contact for police in the event of any incidents on the premises during the hours when the school is closed. To carry out appropriate procedures in the event of fire, flood, breaking and entering, accident or major damage.
ii	To be responsible for the regular checking and testing of the fire alarm warning system sounders in line with fire safety protocols - recording the event and any issues arising. To regularly check the emergency lighting system (including battery banks) in line with recommended guidance and record these checks.
iii	To report heating/water/electrical system failures in accordance with school procedures. Ensure the satisfactory maintenance/repair of equipment and that where applicable adequate stocks of fuel are maintained. To carry out regular inspection of ancillary equipment (e.g. pumps in areas of flooding). Where applicable to operate plant and equipment for water heating, water treatment and cleaning, etc.
iv	To undertake a rolling programme of decoration/refurbishment and liaise with the Premises Administrator/ /Finance Administrator to order supplies and consumables, in accordance with schools procedure.
v	To work with the Cleaning Supervisor and team to ensure that all cleaning equipment/materials are maintained in a clean, safe and efficient working

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		<p>condition. To share responsibility with the Site Management team for the security of premises equipment and cleaning materials. To ensure that all hard play areas, paths and drives remain free from litter and any hazardous materials and that all drains and gullies are free flowing and clean. To clear pathways of snow and apply salt when required and record this action. As agreed with line manager if required to be responsible for the cleaning of a specified area if needed.</p> <p>vi To ensure that adequate supplies of caretaking stores (eg. paint, carpet glue, oil) are locked away in lockable cabinet/workshop. To receive deliveries of stores, materials and other goods delivered to the school and arrange storage</p> <p>vii To carry out minor repairs and where necessary report to the Premises Administrator/School Business Manager those which require the attention of outside contractors. To admit contractor's employees to premises and direct them to their job location, overseeing contractors work being carried out on the premises.</p> <p>viii Opening and closing of premises for bookings at weekends/evenings as required. Dealing with instructions from the Premises Administrator/School Business Manager regarding such non-routine use of buildings and grounds, ensuring that proper preparation is made and cleaning is undertaken after such use.</p>
3.		<p>MANAGEMENT OF PEOPLE</p> <p>None.</p> <p>SUPERVISION OF PEOPLE</p> <p>Day to day liaison with Premises Administrator and cleaning staff. Supervision of contractors on premises, where necessary, including checking the quality of work carried out.</p>
4.		<p>CREATIVITY AND INNOVATION</p> <p>The postholder may be required to re-schedule work where\when necessary in order to fit within the school working day. May be required to organise work around contractors visiting the school.</p>
5.		<p>CONTACTS AND RELATIONSHIPS</p> <p>Daily contact with Premises Administrator and cleaning staff Day to day contact with other employees at the school School Governors Contact with members of the public regarding school lettings Day to day contact with students</p>

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	Regular contact with contractors, overseeing work carried out on site
6.	DECISIONS
	<p>a) Discretion –</p> <p>The postholder may have a wide range of choices within a programme of work, advice may not always be available, but work is carried out within a variety of procedures and policies.</p>
	<p>b) Consequences –</p> <p>Impact on the school would be quickly identified and easily remedied e.g. security or cleanliness of premises</p>
7.	RESOURCES
	<p>Cleaning equipment and materials, machinery, power tools, ladders, floor care equipment, ride on mowers. Required to serve as a key-holder.</p>
8.	WORK ENVIRONMENT
	<p>a) Work Demands –</p> <p>The postholder may be asked to carry out a number of tasks and conflicting priorities, however, this does not impact on the overall programme of work.</p>
	<p>b) Physical Demands –</p> <p>Physical effort necessary associated with working at heights, use of equipment, bending, moving and handling e.g. taking in stock, lifting, pushing use of buffer, moving chairs etc.</p>
	<p>c) Working Conditions –</p> <p>Some lone working may be necessary. Possible exposure to human waste or other bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises.</p>
	<p>d) Work Context –</p> <p>Post holder will be at some risk working with cleaning chemicals and equipment, may be at risk of abuse and aggression from trespassers, children, parents and carers.</p>
9.	KNOWLEDGE AND SKILLS
	Have a clear understanding of the cleaning standards required by the School in

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	<p>accordance with school's specification.</p> <p>The post holder must develop an in depth understanding of all aspects of Health and Safety in relation to school premises management; and a working understanding of the government guidance 'Good estate management for schools' (GEMS). The post holder should also ensure that safe working methods are deployed in accordance with COSHH assessments for hazardous substances.</p> <p>Understanding the Provision and Use of Work Equipment Regulations</p> <p>Knowledge of intruder alarms/cctv and heating systems.</p>		
10	GENERAL		
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Academy/Trust.</p>			
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties as required from time to time, within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Academy Equal Opportunities policies.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with Academy Health and Safety policies and procedures.</p>			
<p>Safeguarding - All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school. The post holder will be subject to Safer Recruitment checks in line with the Keeping Children Safe in Education guidance, which includes an enhanced DBS check. This position will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.</p>			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]

PERSON SPECIFICATION – Site Manager

Attributes	Essential	Desirable	How Identified
Education and Training			
<ul style="list-style-type: none"> • Basic training or sound experience in one or more of the following: plumbing, general and grounds maintenance; electrical/building maintenance; heating systems; decorating • IOSH Health and Safety training • English & Maths GCSE A-C or equivalent • Good ICT skills including the use of Word and Excel software • Recognised First Aid qualification (training will be given) • Minibus driving qualification 	<ul style="list-style-type: none"> • • • • • 	<ul style="list-style-type: none"> • • 	Application Form
Experience			
<ul style="list-style-type: none"> • Experience of working in a school or other site management role • Considerable DIY experience at the level of minor maintenance • Experience of overseeing other works i.e. contractors, cleaners etc. and of undertaking responsibility for the care and maintenance of premises • Experience of dealing with variety of stakeholders in person, by email, and on the telephone • Experience of managing own time and prioritising workload • Experience of following purchasing and other financial procedures • Experience of working in an office environment or similar 	<ul style="list-style-type: none"> • • • • • • • 	<ul style="list-style-type: none"> • • 	Application Form & References
Knowledge/Skills			
<ul style="list-style-type: none"> • Working knowledge of Health and Safety relating to the post • Working understanding of the government guidance 'Good Estate Management for Schools' • Understanding of the Provision and Use of Work Equipment regulations • Knowledge of the operation of heating, ventilating systems and common causes of malfunctions and energy efficiency measures • Knowledge of basic management skills • Knowledge of schools and issues relating to education • Knowledge of maintenance and security systems and procedures • Ability for some heavy lifting, physical fitness appropriate to tasks required • Ability to work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines • Excellent organisational skills • Driving licence and use of own car • Knowledge of mini bus maintenance and training requirements 	<ul style="list-style-type: none"> • • • • • • • • • • • • 	<ul style="list-style-type: none"> • • • 	Application Form & Interview
Personal Attributes			
<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written • Ability to work under pressure and remain calm in difficult situations • Reliability • Ability to work flexibly according to the requirements of the Trust • Ability to plan own workload and be aware of other colleagues' priorities 	<ul style="list-style-type: none"> • • • • • 	<ul style="list-style-type: none"> • 	Application Form References & Interview

<ul style="list-style-type: none"> • Keen to develop professionally and learn new skills • Highly motivated, and able to analyse and problem solve • Ability to use discretion and understand the importance of confidentiality • Motivation to work with children and young people in an educational setting • Ability to recognise and maintain personal boundaries with children & and young people • Commitment to implement the Academy's Behaviour Management Policy or to refer to teaching colleagues as appropriate 	<ul style="list-style-type: none"> • • • • • • 		
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