

## Job Description

<b>Establishment:</b>	<b>Arnold Hill Academy</b>
<b>Post Title:</b>	<b>Site Manager</b>
<b>Grade/Pay Range:</b>	<b>NJC Points 18-22 £24,981 - £27,040</b>
<b>Hours/weeks:</b>	<b>Full time 37 hours per week all year round</b>
<b>Reporting to:</b>	<b>Facilities Manager</b>
<b>Department/Team:</b>	<b>Premises</b>

### Overall Purpose of Post

To provide efficient and effective site management to the Academy ensuring the security, maintenance, cleanliness and general appearance of the buildings and surrounding areas are maintained in accordance with the Spencer Academies Trust standards.

To lead, manage and participate in a team responsible for the safety, suitability and availability of school premises, facilities and buildings systems, such that teaching and learning can be carried out in a clean, safe, well-maintained and secure environment.

### Key Result Areas

- The school is open and operational at all required times.
- The school is perceived by occupiers and visitors to be clean, safe and secure.
- Investigation of reported accidents and near misses, and reportable diseases, confirms none attributable to premises related issues.
- Periodic inspections of building condition, electrical and mechanical systems indicate professional levels of day to day maintenance and repair have been achieved.

### Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. Responsibilities include (but are not limited to) the following:

### Management and Leadership

- To supervise, direct and quality assure the work of the facilities team, including the staff annual review processes.
- To liaise with a wide range of users of the premises. To act as the first point of contact for most site and facility-oriented enquiries.
- To quality assure the work of the appointed cleaning and grounds maintenance contractors.
- To participate in meetings relating to the planning, management and operation of the school site.
- To identify appropriate relevant training for him/herself and for colleagues, and where appropriate to deliver training in the correct maintenance and operation of the school premises and building systems.
- To participate in training activities and review meetings to support continuous school improvement.
- In partnership with the Facilities Manager, to undertake regular reviews of the operation of the school site and facility management function and services, recommending and implementing improvements.

### Administration

To undertake appropriate administration including the use of computer hardware and software in accordance with school policies including the Finance Policy, including but not limited to:

- Work scheduling, Holiday planning, Appropriate internal and external communication,
- Heating system operation.
- Gas, electricity, other fuel and water meter readings and records.
- Sourcing materials and services for maintenance, servicing and repairs, to ensure "Best Value". Delivery sheets and Inventory records.
- Arranging and recording the periodic inspection of systems including fire safety systems, water management and legionella prevention, asbestos condition monitoring, emergency lighting, insurance inspections, portable appliances, ladder and access systems, as necessary.
- To support the development of specifications and implementation of repair / maintenance / development initiatives.

### **Security**

- To assist in the development and implementation of the Security & Staff Safety Plan.
- Act as a key holder and attend emergency call out situations, using own vehicle to attend emergency call outs. Boarding up and making secure as necessary.
- To manage the contracted key holders.
- Maintaining, operating and monitoring the intruder alarm system, CCTV system and other security equipment.
- Ensuring the security of the premises and its contents. To open up the school building each morning ensuring fitness for use.
- Ensuring assets are security marked. To ensure the school asset database is maintained up to date and is annually checked by liaising with school staff and outside contractors as necessary.

### **Shift and weekend working**

- Shifts will be worked
- Availability and willingness to attend to the requirements of hirers of the premises for the purpose of evening and weekend lettings.
- Ability and willingness to attend intruder alarm callouts.
- Flexibility is required to accommodate the changes required of the school

### **Cleaning**

- To manage the cleaning of the school premises, and to identify and rectify problem areas. This includes ensuring the swift removal of graffiti, ensuring that toilets are clean, stocked, and fit for use, ensuring the cleaning and unblocking of gutters, gullies and drains, ensuring the cleaning of internal and external glass, windows and mirrors, light fittings and skylights, and ensuring the cleaning and preparation floors of halls, corridors, stairs, furniture etc as required.
- Ensuring external hard surfaces, paths and turf areas are kept clean and tidy and safe.
- Ensuring the collection and disposal of refuse including that collected by the cleaning contractors in accordance with environmental best practice.
- Liaison with cleaning contractors, recycling contractors, grounds maintenance contractors

### **Heating**

- The timely requisitioning of fuel supplies to ensure “best value” and continuous building availability.
- The operation of the school heating system including the computerised building energy management system to achieve desired occupancy temperatures in a cost-efficient manner, ensuring the reliable operation of plant including boilers, circulation pumps, controls, valves, tanks, gauges, heaters, radiators etc. To ensure the cleaning and maintenance of heater cabinets and filters.
- The identification and implementation of cost-effective energy saving measures.
- To ensure faults are identified and reported. To ensure the provision and operation of temporary heating equipment

### **Porterage**

- To ensure goods and materials are promptly delivered, and are stored in a safe secure manner
- To review spare items in storage, ensuring especially that caretakers’ storage areas are tidy and safe, and that unnecessary items are disposed of in a timely and environmentally acceptable manner.
- To ensure the setting out and putting away of furniture for examinations, meetings, dinner time, lettings etc.
- To ensure that furniture, stock and equipment are safely moved around the premises when required.
- To drive school vehicles for the purpose of collecting materials and taking vehicles for servicing

### **Building Systems**

- To maintain up to date records and plans of the location and condition of building systems.
- To have a working knowledge of the location and operation of various buildings systems, and contribute to their efficient operation, including but not limited to:
  - Electricity supply, distribution and fuse panels,
  - Lesson bells system, Lighting control systems, Emergency Lighting systems,
  - Intruder Alarm system and CCTV system,
  - Fire prevention and alarm system,
  - Heating and building energy management system,
  - Hot and cold water distribution and storage systems, water pressurisation systems,
  - Drainage and sewer systems including foul and top-water drains, down pipes etc,
  - Locking, key and security access systems.

### **Maintenance and Safety**

- Safeguard health and safety, taking reasonable care of him/herself and all persons under his/her control and guidance in accordance with the provision of health and safety legislation.
- To undertake specific health and safety management responsibilities described in the school Health & Safety Policy.
- To undertake and maintain up to date COSHH, manual handling and other risk assessments.
- To hold and maintain appropriate qualifications to erect and use scaffold towers, use woodworking machines.
- To hold a current relevant First Aid qualification.
- To ensure and quality assure the cost-effective resolution of site maintenance issues. This may include, but is not limited to:
  - To carry out periodic condition surveys in relation to maintenance, furniture, decoration, curtains and blinds, floor and stair surfaces, etc, ensuring sufficiency and suitability for use.
  - To carry out maintenance and repairs within the limit of his/her competence.
  - To wear and use appropriate personal protective clothing and equipment.

### **Additional Information**

Although a 37-hour week is in operation, the nature of the post requires flexible working patterns to meet the needs of the Academy and Trust. Consequently, working arrangements will be determined by the Head Teacher and/or Trust Estates and Facilities Manager. Prolonged working above the 37 hours may attract time off in lieu where this is agreed in advance.

### **Safeguarding**

Staff are expected to uphold the School's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

This job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

### **Other duties**

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above-mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name of Postholder:

Signature:

Date:

## Person Spec – Site Manager

Criteria	Essential	Desirable	Determined by: Interview/ Application/Test
<b>Qualifications and Experience</b>			
Good standard of education especially with regard to literacy and numeracy skills.	✓		A
GCSE Maths and English grade C or equivalent	✓		A
Recognised training/qualification associated with site management		✓	A,I
Previous experience in an educational environment		✓	A,I
Experience of Maintenance Work	✓		A,I
Health and Safety Qualification		✓	A,T
<b>Knowledge and Skills</b>			
Project Management		✓	A,I
Knowledge of lettings/Sport/3G pitches		✓	A,I
Ability to work calmly under pressure	✓		I
Ability to communicate clearly orally and in writing	✓		A,I
Ability to work collaboratively with others	✓		A,I
Ability to work within school-based systems and specified timelines, to include the EVERY system		✓	A,I
Knowledge of Health & Safety Legislation – willing to undertake training as appropriate.	✓		A,I,T
Working knowledge of a range of basic site maintenance and environmental matters	✓		A,I
Thorough and demonstrable knowledge of building maintenance works (fabric and internal systems e.g. heating, plumbing, carpentry, electrical etc.)		✓	A,I
Sound planning, negotiation and influencing skills together with ability to gather information, analyse data and problem solve.	✓		A,I
Proven experience of planned preventative maintenance scheduling	✓		I,T
<b>Personal Qualities</b>			
Good organisation skills	✓		I
Attention to detail	✓		I
A flexible and proactive work ethic	✓		I
Initiative and ability to prioritise own work to meet deadlines	✓		I,T
Able to follow direction and work in collaboration with managers	✓		I
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓		I,T
Ability to evaluate own development needs and those of others and to support their development	✓		I
Commitment to the highest standards of child protection and safeguarding	✓		I,T
Recognition of the importance of personal responsibility for health and safety	✓		I
Commitment to the Trust's ethos, aims and whole community	✓		I