

## Job Description

Establishment: John Port Spencer Academy
Post Title: Site Manager
Grade/Pay Range: NJC Points 25 to 28 (£28785 to £31371)
Hours/weeks: Full time 37 hours per week all year round. Shift work as per the needs of the Academy.
Reporting to: The Academy Estates and Facilities Manager and the Trust Estates and Facilities Manager.
Department/Team: Site Team

### 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.

Assist the Principal and the Academy Estates and Facilities Manager to set the maintenance budget and plan. The Site Manager will have delegated responsibility for premises decisions following appropriate discussion with the Academy Estates and Facilities Manager, Principal or Trust Estates and Facilities Manager.

To provide effective line management of the site and cleaning team as appropriate to the staffing structure of the Academy.

As part of the Spencer Academies Trust you may be required to work flexibly across the Trust sites in agreement with the Trust Estates and Facilities Manager.

### Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. 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:

### Health and Safety

1. Ensuring that the Health, Safety and Environmental (HSE) requirements are maintained as specified in the HSE Management System.
2. To advise the site team as appropriate on Health & Safety matters.
3. To continually assess the site for Health & Safety risks and to undertake regular Health & Safety inspections as directed by the Academy Estates and Facilities Manager and Trust Estates and Facilities Manager.
4. In co-operation with the Fire Service, the installation and maintenance of equipment for protection against and escape from fire. Keeping records and initiating regular fire practices.
5. Ensuring the EVERY maintenance system and other health and safety management

systems, processes and practices are maintained accurately and in a timely manner.

6. Assisting the Academy Estates and Facilities Manager to formulate, monitor, implement and review the Academy's Health and Safety policy, including the introduction of all Risk Assessment procedures.

### **Premises**

1. To plan, manage and/or undertake planned and reactive maintenance programmes, to include, but not limited to, painting, decoration, joinery, plumbing, electrical and internal glazing to include liaison with suppliers, overseeing contractors and monitoring service level agreements in conjunction with the Academy Estates and Facilities Manager.
2. To be responsible for a minor repairs and maintenance budget as agreed with the Academy Estates and Facilities Manager, ensuring appropriate resources are maximised and value for money is obtained within budget.
3. Report on progress and provide advice to the Academy Estates and Facilities Manager / Trust Estates and Facilities Manager.
4. To be responsible for the ongoing operation of the building services, ensuring that defects and malfunctions are reported to the Academy Estates and Facilities Manager and dealt with in a timely fashion. In the case of a serious malfunction the Academy Estates and Facilities Manager **must** be informed immediately.
5. Be responsible as key holder for the premises, attending call-outs and emergencies outside of the school day.
6. To be responsible for ensuring clear and safe pedestrian access to the school in particular during adverse weather conditions (e.g. snow clearing, gritting etc.).
7. To store and dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
8. To undertake portage tasks as required including setting up and clearing away furniture.
9. To undertake maintenance tasks as required.
10. Maintain the COSHH/MSDS register for all cleaning materials, paints and repair materials.
11. To attend to contractors and other site visitors as necessary and monitor any work being carried out.
12. In conjunction with the Cleaning contractors ensure that standards of cleanliness are maintained. To undertake cleaning duties, interior and exterior, as appropriate.
13. To assume delegated responsibility for compliance with statutory regulations relating to asbestos, PAT and legionella and emergency light testing, gas and electrical testing and to undertake risk assessments as appropriate.
14. Responsible for attending and securing the school during/following regular and occasional lettings outside normal school hours.

### **Management**

To manage the workload of the site team on a rolling basis, in conjunction with the planned preventative maintenance schedule.

Undertake Appraisal and Performance Management for all staff that the post-holder line manages and appropriately manage any underperformance with support from the Academy HR Manager.

### **General**

1. Work in a professional manner and with integrity and maintain confidentiality of records and information.
2. Maintain up to date knowledge in line with national changes and legislation as appropriate

to the role.

3. Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
4. Be aware of and comply with the Employee Expectations and Code of Conduct.
5. Participate in the Trust Appraisal process and undertake professional development as required.
6. Adhere to all internal and external deadlines.
7. 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.
8. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.
9. These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Additional Information**

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

Salary will include basic site manager's pay and up to 10 call-out's per year to the school premises. (Alarm calls in excess of this amount will attract overtime payment). Separate payment will be made for work in relation to external lettings of the premises and other maintenance work outside of usual operational hours.

**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 Post holder:

Signature:

Date:

## Person Specification

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

A=application    I=Interview    T=test