



JOB DESCRIPTION

SECONDARY SCHOOL SITE MANAGER

JOB TITLE:	Secondary School Site Manager
GRADE:	H8 £34,379 – H8 £37,137pa (inclusive of £1,013 fringe payment) Full Time 37 hrs
PURPOSE OF THE JOB:	To ensure the effective, efficient and safe operation of all the grounds, buildings and facilities within one of the Trust's secondary schools
REPORTS TO:	Head of Estates
STAFF REPORTING TO JOB HOLDER:	Site Officers, Casual Facilities Officers
CONTACTS WITHIN THE SCHOOL:	Head of Estates School Leaders Executive Leadership Team incl CEO and VCEO Estates Compliance Manager Teaching and Support staff, students, visitors
CONTACTS OUTSIDE THE MAT:	<ul style="list-style-type: none"> • Building trades contractors • Sub-contractors for the maintenance of buildings as may be appointed from time to time • Energy providers including renewable energy providers within the Trust • Health and Safety consultants and statutory bodies (HSE, Fire service etc.) • Cleaning and sports field maintenance contractors • External consultants and training providers • Representatives from local authorities and other statutory organisations
MAIN AREAS OF RESPONSIBILITY:	<p>Estates Management</p> <ul style="list-style-type: none"> • Ensure that tasks are undertaken in line with the premises and facilities maintenance programmes, including organisation of their execution to ensure minimum disruption to the school's operations i.e. tickets raised on Every and statutory and non-statutory PPM's) • Maintaining accurate and compliant records of planned and actual maintenance activities and reporting therein to the Head of Estates and Estates Compliance Manager • Management of the ticketing system including the allocation of tasks to the site team members and / or external contractors as appropriate, ensuring remedial action is undertaken within a prompt and non-disruptive time frame excepting the immediacy of health and safety issues

- Developing and maintaining lines of communication with contractors and keeping staff informed about the progress on works being undertaken in their areas
- Advising the Head of Estates immediately of any health and safety issues, such that remedial action can be taken of faults to the buildings, including timescales for remedial action
- Management of fixtures and fittings
- Involvement in the asset management process for fixtures and fittings and in suitability, condition and disposal

Health and Safety

- Ensure we maintain compliance with the control of legionella under HSG274 in conjunction with the Estates Compliance Manager
- Ensure we maintain compliance with the Fire Safety Order 2005 and acting as a Fire Warden in conjunction with the Estates Compliance Manager
- Ensuring compliance with the principles surrounding the safe management of asbestos by staff and contractors, and acting as an asbestos authorising officer
- Ensuring contractors and other trades people are fully briefed on working safely on school premises ahead of starting works
- Investigating and reporting accidents in line with procedures, and overseeing appropriate action to prevent recurrence with reference to the Head of Estates where appropriate
- Carrying out risk assessments relevant to the school, including fire, disaster recovery planning and COSHH
- Ensuring staff and contractors compliance with legislation relevant to the safe methods of working and operation of the site

Security

- Ensuring contractors and other trades people comply with the school's safeguarding policies and procedures ahead of allowing access
- Management of Authority to Work forms (ATW's) to ensure robust safeguarding measures are in place with regards to responses to ATW's
- Ensuring the security of the school's buildings and grounds, and the safe and efficient operation of all site facilities
- Development of procedures to secure Trust assets, including management of keyholders
- Regularly review arrangements for security, making recommendations to the Head of Estates as needed
- Act as one of the key-holders for the school, providing out of hours attendance in the event of alarm call or other emergency

Other Specific Responsibilities

- Oversight of the cleaning operation of the school on a daily and longer-term basis
- Oversight of the ground's maintenance contractors on a daily and longer-term basis
- Monitoring of safe operation including chemical dosing and balancing of the school swimming pool, where applicable, in conjunction with the pool manager
- Assist in the estates management budget submissions

	<ul style="list-style-type: none"> • Ensuring the site remains open as far as is practicable particularly in times of inclement weather, by co-ordinating snow and ice clearing operations • Purchasing supplies to support site management • Managing the provision and organisation of car parking across the site, to ensure ease of access and egress for all users and the safe operation of the site • Arranging suitable maintenance of minibuses in conjunction with Estates Compliance Manager and monitoring their proper use • Regular communication with the schools building contractors and contact outside the school <p>Energy Management</p> <ul style="list-style-type: none"> • Initiating energy saving initiatives wherever practicable across the estate <p>General Operations</p> <ul style="list-style-type: none"> • Managing and co-ordinating requests from staff for facilities support (e.g. setting up for assemblies, parents’ evenings etc.) and ensuring that the facilities are returned to normal use as soon as possible after such events • Recruitment, induction, training, performance management and daily management of site staff • Responsibility for safeguarding and promoting welfare of children • Other duties which may arise from the use of the Trust’s facilities • Responsibility for site utility management e.g. the gas, electricity, and water contracts
<p>KNOWLEDGE, EXPERIENCE & TRAINING</p>	<ul style="list-style-type: none"> • Experience of managing buildings and grounds, staff in a large school or similar environment. • Experience of successful day to day project management, • Ability to manage a workload effectively • Ability to use IT to collect data on school facilities, arrange record keeping and analyse and interpret results • Flexibility & sensitivity to the needs of a wide range of users of the Trust • Ability to effectively and positively manage staff • Evidence through DBS check and recruitment process of suitability for working with children • Awareness and application of the main requirements of health & safety legislation and good practice relevant to the duties of the post. • Willingness to undertake ongoing CPD relevant to the position • Ensure full confidentiality and respect for sensitive student, staff and stakeholder information, and compliance with all data protection regulations, reporting any concerns to the CEO, VCEO, Head of Estates, principal and DSL • Must be flexible, able and willing to work extra hours to meet business needs, weekend and evening work may be required
<p>WORKING ENVIRONMENT</p>	<ul style="list-style-type: none"> • A shared office with IT facilities will be provided at the school • You will have a core base at one of the secondary schools in the Trust, but you may be required to work at any other premises occupied by the Generations Multi Academy Trust or any of the Trust’s Academies as directed by the Trust
<p>ADDITIONAL INFORMATION</p>	<p>The schools in the Trust operate in term time from early morning until late each evening. On many evenings, school and other events take place. The schools also</p>

	<p>organise and host events over the majority of school holiday periods. The successful applicant will be responsible for managing the site shift rota and co-ordinating with other site managers and the Head of Estates to ensure the Trust remains fully staffed at all times.</p> <p>The post holder will be expected to cover staff absence and annual leave. The site team typically work early, middle and late shifts. The post holder will typically work (08:00-16:00) to cover the school day and be on hand to respond to the Principal; however, you will need to cover early shifts (06:30-14:30) and lates (14:30-22:30) in the event of annual leave or staff absence/sickness. Overtime payments will be made for weekend work or additional hours if required.</p>
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.