



Job Description

Site Manager – Grade 9

Rationale: Reporting to the Head Teacher the Site Manager is responsible for the day-to-day operation, legislative and statutory checks, sourcing, managing and liaising with contractors, security and key holding, managing associated premises staff and undertaking and arranging repairs and maintenance at site. In addition, they will manage all aspects of lettings and hirers.

Trust Site Managers can be deployed across the Trust to any of the Trust's schools.

Responsible to: Head Teacher
Duration: 52 weeks
Hours: 37 hours, working pattern to be agreed

Premises Responsibilities:

Security and Key Holding

- Be a registered key holder for the site in case of emergencies, routine access, opening and closing of the schools.
- Provide site access and security for on-site lettings, where required and with prior agreement.
- With regard to lettings, to carry out security duties and associated cleaning when required.
- Ensure the security of the site and buildings including locking /unlocking and setting alarms.
- Provide excellent training for any staff who are taking on the responsibility for locking and unlocking
- Undertake regular security checks and identify security risks. Complete an annual review of the site security risk assessment.
- To liaise with police, security and fire alarm contractors.
- Operate and respond to alarm systems where appropriate.
- Ensure out of normal hours' service for unlocking/locking.
- Ensure the provision of suitable locks, keys and codes and keep a register of key holders.
- Ensure the buildings and site is safe from unwanted materials, fire hazards or any other items or situations that may pose a risk.
- To supervise the site and report any intruders or cases of vandalism.
- Ensure lights and other equipment are switched off as appropriate.

Proactive and Reactive Maintenance

- To manage and carry out site inspections, maintenance and service tasks to ensure site facilities, fixtures and fittings are kept in accordance with statutory requirement.
- Keep up to date records of all inspections, maintenance, and service tasks.
- To organise and carry out decoration programmes as agreed.
- Respond to emergency repairs and to ensure works are carried out to a satisfactory conclusion.
- To carry out minor improvements e.g. erecting shelves, notice boards, bookshelves etc. as per staff requirements.
- Manage routine maintenance, repair schedules and specialist repairs.
- Maintain the Asbestos register including; annual asbestos audits, updating the Asbestos Management Plan, updating the Asbestos Register, ensuring contractors and staff sign the awareness register.
- To manage the planned preventative maintenance programme and for routine inspections of the buildings, services, fixtures, fittings, furniture, vehicles, premises and grounds.

- Ensure contractors have a full and complete premises induction including reviewing the site asbestos folder, as well as confirming with Strictly Education that all documents are on file, including H&S policy, Method Statements, Risk Assessments, Public Liability Insurance documentation, etc and copies held on site if appropriate.
- Carry out excellent contractor management for all directly contracted suppliers and contractors.
- Maintain excellent relationships with suppliers and contractors.
- Ensure the correct operation and maintenance of heating plant and electrical systems.
- Identify defects to site equipment, fixtures and fittings and arrange for the repair in accordance with statutory requirements.
- Undertake specialist cleaning duties.
- Coordinate deliveries throughout the school site.
- To ensure the waste collection programmes are implemented.
- To order materials and equipment and to provide a stock of common items for repair and maintenance.
- To maintain the Fire Folder including; ensure the testing of fire alarm, emergency lighting systems and firefighting equipment, that emergency exits and doors are maintained. Liaise with external providers to ensure all required legislative checks are carried out.
- To work with the external auditor on the annual Fire Risk Assessment.
- To maintain the Water Hygiene folder; ensure the testing of water temperatures, purging of water systems and cleaning of shower heads in accordance with the legionella risk assessment and statutory requirements. Liaise with external providers to ensure all required legislative checks are carried out.
- Maintain the COSHH Folder for site products and non-specific department products; carry out an annual inventory, complete product risk assessments and ensure MSDS are available.
- First point of contact (including out of hours) for heating failures, breakdowns and security issues and to attend site if required.

Resources

- Contribute to planning, development and organisation of systems and policies.
- Use, and develop the use of, Smartlog for tracking compliance activities.
- Create and maintain a purposeful, orderly and productive working environment.
- To carry out premises safety audits.
- To ensure site risk assessments are carried out, control measures implemented and monitored on a day-to-day basis for all appropriate caretaking tasks.
- Promote and ensure the health and safety of staff, pupils and visitors at all times.
- Manage lettings, and all associated documentation and requirements.
- Be responsible for the management of the school Asset register, including the recording of, and disposal of all fixed and portable school assets, managing the maintenance and replacement programme necessary to maintain it.
- Be responsible for the overall coordination, booking, management and maintenance of all school vehicles. Including ensuring minibuses drivers are appropriately trained in line with the Driving for Work policy.
- To read meters as necessary and maintain approved records including any concerned with energy conservation matters.

Organisation, Supervisory & Managerial

- Provide highly specialist advice and guidance as required.
- Provide quality induction and on the job training to members of the site team.
- Co-ordinate safe movement of furniture and equipment throughout the school
- To liaise with the Examinations Officer relating to exam timetables for setting up/down exam desks and chairs etc.

- To liaise with and supervise contractors and agents ensuring health and safety and child protection policies are complied with.
- Attend all appropriate meetings e.g. Site and Buildings or Health and Safety Committee.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials, and provide advice and guidance as required.
- Manage the day-to-day premises budgets, holding responsibility for the authorisation of work and the raising of relevant purchase orders.
- Manage the school cleaning contract, ensuring that day to day operations is to standard. Building an excellent working relationship with the contracted cleaning school supervisor.
- To manage CIF projects once the funding has been secured. From the initial school visits through to completion.
- To manage holiday work and projects for site team.
- Work closely with the cleaning contractors to ensure appropriate thorough cleans are carried out.
- To work with the school to provide support for specific school activities including Open Days, Parents Evenings, etc.

Responsibilities

- Be aware of and to comply with policies and procedures relating to health and safety, child protection, security and confidentiality, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Recognise own strengths/areas of expertise and use these to advise and support others.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use of equipment and materials.
- Establish constructive relationships and communication with contractors and other agencies/professionals.
- Attend and participate in regular meetings.
- To be financially aware and responsible for achieving value for money in appropriate areas of the budget.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

The Site Manager will be expected to carry out other reasonable requests and duties consistent with the role whereby fulfilling the needs of the school.

Safeguarding

The points below are a requirement for the post holder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well

represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

Status of this Job Description:

This job description is provided as guidance regarding the Trust's professional expectations of you in accordance with your contract of employment.

This job description is not your contract of employment and cannot in any way remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.

Signed: (employee):

Signed: (on behalf of the Trust):

Date