



JOB DESCRIPTION

Job Title:	Site Manager
Location:	Venerable Bede CE Academy
Salary Grade:	SCP 22-26
Salary Range:	£27,514 - £30,984 – Pay Award Pending
Working Times:	Full time, early and late shifts, extra out of hours opening and closing, call-out hours when required. All year round.
Reports to:	Executive Operations Manager

JOB PURPOSE

Reporting to the Executive Operations Manager of the Trust, the Site Manager will be responsible for the development and delivery of all facilities matters at the academy, managing day to day buildings services.

To manage the planned maintenance programme for the academy and oversee the delivery of statutory compliance tasks. To assist the central team with the delivery of capital maintenance and improvement works, liaising with external contractor, and act as first contact for the academy.

To manage the site facilities teams, including the site supervisor and cleaning team, setting the standard, managing quality, and identifying areas for improvement.

DUTIES AND RESPONSIBILITIES:

HEALTH AND SAFETY MANAGEMENT

- Take responsibility for upholding the health and safety policy, procedure, and practice. Working closely with the Executive Operations Manager and health and safety team to ensure best practice is achieved, including making recommendations and changes where required.
- Lead and deliver the academy's programme for statutory health, safety, and compliance in line with current regulations and trust policies. Examples include management of asbestos register, fire, water, gas, and electrical safety. Maintain appropriate records to demonstrate compliance to the standard established by the trust.
- Ensure risk assessments are in place for all relevant hazards and working procedures, ensuring that staff are familiar with safe working practices and understand the importance of compliance.
- Ensure the FM team is competent to undertake their duties and that all colleagues receive training commensurate with their roles. Report on FM development needs as required.
- Support the central estates team with monitoring works progress on site, ensuring building

and maintenance work is in accordance with health and safety requirements and reporting issues to the project manager.

- Manage and oversee the maintenance of records and information, including daily checks and inspections in accordance with industry best practice.
- Oversee the academy's fire safety requirements including inspections, processes, and daily checks.
- Act as a fire warden for the academy.
- Be a lead participant in regard to premises on the academy council committee.

FINANCIAL MANAGEMENT

- Manage the premises budget within the area of responsibility, as delegated, in conjunction with the Executive Operations Manager.
- Monitor stock of critical spares and stock required for the day-to-day management of the site.
- Support the Executive Operations Manager with external lettings to develop and administer the hire services for the academy.

MAINTENANCE MANAGEMENT

- Carry out regular site inspections, reporting to Head Teacher in regard to current concerns, updates and required maintenance or cleaning across the whole site. Provide half termly written update reports to the Executive Operations Manager.
- Ensure that all property and grounds are maintained in accordance with agreed programmes and to established standards.
- Oversee and manage the 'helpdesk' process ensuring that repairs and issues identified by staff are actioned within the required timescale.
- Ensure that all plant and equipment is operational and properly maintained in a safe working condition. Ensure that all programmes for inspection and repair are undertaken within the required timescale. Report any failure of equipment to the Executive Operations Manager and Head Teacher immediately.
- Monitor the function and provision of all utility services, taking reading of meters and reacting promptly to issues or hazards.
- Support the Executive Operations Manager to ensure all facilities contracts are in place and monitored for effectiveness in line with specifications and agreed arrangements.
- Ensure high standards of cleanliness within the premises and site are maintained.
- Monitor the lighting and heating of the premises, in accordance with the specifications of the Board of Directors.
- Maintain the overall security of the premises, in accordance with the specifications of the Board of Directors.
- Ensure that the premises are open for use as and when required in accordance with the specifications of Board of Directors, and that they are, secure, cleaned and closed after use.
- Undertake skilled repairs, maintenance and building work as required.
- Set up of hall/classrooms for worship, lunch, meetings and events.
- Ensure swift portage of goods and materials and the movement of furniture and equipment; taking delivery of goods and materials for distribution or storing.
- Ensuring that all rubbish and broken furniture is removed from the building and is taken to bins or to a safe storage area so it can be removed as soon as practicable.
- Ensuring that all playing areas, paths and steps are swept and free from debris and hazards,

that all drains and gullies are free flowing and clean, and that all outside areas e.g. playgrounds, car parks, paths etc. are cleared or salted/gritted and safe in times of bad weather.

- Arrange repair/cleaning/maintenance according to prescribed schedule using internal staff and external companies, as required.
- Ensure that all equipment and machinery used by site and cleaning staff is in a safe working condition and stored properly stored when not in use. Liaise with contractors on repair and maintenance of such equipment as appropriate.
- Carry out authorised procedures in the event of fire, flood, breaking and entering, accident or major damage, and in furtherance of this duty, to be aware of the situation of the water and gas mains stop cocks and main electrical fuse box.
- Regularly check fire alarms and fire-fighting equipment, ensuring that they are in proper working order.
- Monitor flushing routines throughout the academy and be aware of Legionella. Complete Legionella training as required.
- Follow energy conservation programme (e.g. reading meters – electricity, gas and water) as directed by the Executive Operations Manager. Monitor the use of energy within the Academy.
- The security of the premises, together with the contents; routing and non-routine opening of the premises and grounds; setting of the alarm system and testing of the Fire Alarms and emergency call points as required by the Executive Operations Manager.
- Liaison with the Police, and as appropriate security firms and contractors, on the security of the premises, as directed by the Head Teacher.
- Preparing the premises and site for after Academy activities and ensuring that the premises/site are prepared for normal Academy activities. Making the premises available for out of Academy activities on evenings and at weekends as required and securing and cleaning the premises after use.
- The removal from storage and laying out of desks for exams, the replacement of desks after exams and the moving of desks during exams.
- Deputising as the main contract with contractors on architect led capital projects, where required.
- Driving the Academy minibus as and when required.
- To request unknown persons on site to furnish proof of identity; further to prevent trespass on Academy premises or grounds, referring to the Headteacher or other teaching staff and police where necessary. Where appropriate to prevent unauthorised parking and use of vehicles on the Academy site. The employee must not put themselves into hazardous situations.
- Manage the portorage of goods, furniture, and equipment – ensuring that delivery notes are checked off and provided to the Finance Team. Ensure that all items are removed from reception immediately and delivered to the correct area.
- Monitor and report on the performance of the waste management contract.

LEADERSHIP AND MANAGEMENT:

- Line management of the site team and cleaning team ensuring safe and clean buildings and grounds, to required standards.
- Oversee the provision of cleaning services in accordance with cleaning specification, including reviews of the service with the Executive Operations Manager, Head Teacher or other senior staff. Plan resources and rotas according to school requirements.
- Instruct all premises staff on matters concerned with health and safety at work with particular regard to working practices, use of equipment and materials e.g. in respect of

C.O.S.H.H. and other regulations and liaising with all appropriate parties on health and safety matters as directed by the Head Teacher e.g. LA, contractors etc.

- Instruct site and cleaning team in the safe use of equipment and materials to comply with all health and safety requirements. Monitor, maintain and organise training for the teams as necessary.
- Conduct regular Line Management reviews and annual appraisals with site team and cleaning team.
- Assist with the recruitment and selection of cleaning and other site staff.
- Assist in the training of all premises staff. This includes assessment of training needs, arrangements in the delivery of training and liaison with all appropriate parties on training and development matters.
- Attend training and development activities/courses as and when required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

This job description is subject to regular review which can be initiated by either the post holder or the Executive Operations Manager.

Holidays to be taken throughout the year (excluding term time) by prior consultation/approval of the Executive Operations Manager.

Date Created: October 2022

To be reviewed: October 2023

Signed:

Date: