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| **Role** | **Grade** | **Reports to** |
| Site Manager  (Role may encompass working shift patterns) | Grade 6 | Headteacher |

**Main purpose of the job**

* Support the Head Teacher and Trust Head of Estates by taking responsibility for ensuring that identified school sites, associated buildings, facilities, are operated in full compliance with the Trust’s Estate Strategy and guidance.
* To ensure a high standard of Health and Safety and that all relevant regulations are implemented and adhered to. To have overall responsibilities for a high standard of cleaning, maintenance, security and grounds maintenance across the school, both internally and externally.
* Manage other estates staff including allocation and monitoring of work and performance appraisal and supervision of external contractors on site.
* To be a responsible key holder and manage maintenance, security and facilities systems on site including alarm systems, CCTV and surveillance systems.

**Key relationships**

All members of staff, students, governors, trustees, and parents. As well as having effective communication and working relationships with all colleagues in school, the post holder will be the main point of contact for external maintenance contractors.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities**

* To be responsible for the day to day management, monitoring and evaluation of the programmes of planned, cyclical, legislative maintenance as delivered by appropriate contractors and ensure that compliance certification and documentation is up to date.
* To ensure that all in-house technical inspections and testing related to estates activities are undertaken and recorded in-line with Trust processes. This includes fire bells tests and the checking of fire extinguishers, emergency lighting and fire doors.
* To establish constructive relationships and communication with external contractors and other agencies / professionals and record performance against specified standards.
* To be responsible for the management and recruitment of a team of in-house site staff and outsourced cleaning staff and to oversee the activities of external contractors.
* To be responsible for the management and supervision of the operation of school lettings system and liaison with any external provider.
* Where appropriate, to liaise with the school meals service contractors in relation to their use of the site and provision of their service.
* To support the liaison and negotiation of the contractual agreements for the school and ensure that these are adhered to by all parties.
* To monitor the performance of estates related contracts and record performance against specified standards.
* To manage all on-site contractors and agency staff related to buildings and facilities ensuring they fulfil the requirements including health and safety and safeguarding and monitor their performance effectively.
* To take responsibility for ensuring that general maintenance and repairs in the school, are completed swiftly, safely and in accordance relevant regulations and guidance, taking appropriate action to address any safety hazards/unsafe practices in and around the building.
* To ensure that regular grounds maintenance and cleaning duties are undertaken, including collecting litter, emptying external waste bins, and ensuring safe access is maintained on the site in periods of severe weather conditions.
* To be responsible for the day to day management of the estates repairs and maintenance issues desk and associated system.
* To be responsible for implementing the Trust’s asset management strategy. Preparing detailed asset information. Developing and maintaining the school’s asset management database utilising the data to implement the Long-Term Maintenance Plan for the school having due regard for priority, budget, resources, and implication for other Trust objectives.
* To maintain a preventative estates and maintenance database with continued monitoring of building condition.
* To be responsible for overseeing the provision of building condition data as required by the Trust and reporting on backlog Maintenance.
* To develop appropriate forward maintenance plans and asset management plans for the school site with due consideration for the availability of budgets and resources.
* To manage internal resources and external supply chain effectively to achieve planned outputs for programmes of work liaising with key staff on the timing and implementation of the works to minimise disruption
* To analyse records of reactive, routine, and statutory maintenance function to identify patterns of emerging liability and cost-effective discharge of defects
* To prepare regular reports on progress of the estate’s development and maintenance work and expenditure against the relevant plans and budgets
* To develop record/information systems which monitor and analyse issues relating to building and facility management through computerised or manual systems.
* To commission and manage the maintenance and upkeep of specialist equipment across the school e.g. swimming pool, sports, technical, theatre and therapy equipment, liaising with the appropriate technical support staff.
* To ensure that there is an effective portering service within and outside the school building including the setup of furniture and equipment for school events, including assemblies, examinations, parents’ meetings, and open evenings, when required.
* To take a lead role on the planning, review, updating, development, implementation and monitoring of procedures/policies and systems as required.
* To be responsible for ensuring the Trust fully meets its Health and Safety obligations within the school and school site including overall responsibility for the management of COSHH across the school site.
* To be responsible for ensuring that all policies and procedures relating to Health and Safety, security and confidentiality are adhered to.
* To manage security/health and safety risk assessments and dissemination and compliance with health and safety policies and procedures
* Ensure safe working practices are adopted across the school in accordance with the Trust’s Health and Safety Policy and current codes and legislation.
* Establish procedures and working practices in conjunction with specialist consultants to achieve compliance with Trust policies and relevant legislation
* To provide organisational and advisory support to the Head Teacher, Governing Body and colleagues across the Trust as appropriate, on buildings and facilities issues.
* To advise and be responsible for the management of matters relating to energy control and conservation.
* Where appropriate, organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head Teacher.
* To be responsible for providing advice, producing cost plans and ensuring the delivery of in year construction and/or refurbishment projects, as agreed with the Headteacher.
* Where appropriate to ensure that the school complies with Construction Design Management (CDM) regulations.
* To be responsible for the selection and management of resources, including budget planning, management of a budget and regular audit of resources in accordance with the Trust’s financial regulations.
* To undertake budget monitoring and prepare costed plans for repairs/maintenance and building activities as required, and prepare specification for contracts for tender.
* To be responsible for maintaining records, information and data, in line with school and Trust systems producing analysis and reports as required.
* To have overall responsibility for completion and submission of any information relating to building and facilities within the school.
* To be responsible for maintaining accurate record drawings across the school making necessary amendments following alteration
* To work on an agreed shift pattern as agreed by the school.
* To have overall responsibility for effective security within the school and its environment, acting as a key holder including attending emergency call-outs as appropriate.
* To ensure there is a swift response and resolution to premises emergencies arranging callouts with contractors, as necessary.
* To coordinate and be part of the school first aid and administration of medicine team, providing support for students, staff, contractors and other external persons as required.

**People management**

* Full line management of estates and site staff including recruitment, probationary period management, performance management, absence management and staff development
* To identify and manage the training of estates related staff as required

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Promote and act in accordance with the Code of Conduct and key policies including the Trust’s Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Demonstrate a commitment to continuous professional development
* Attend Trust and school events as required and make a positive contribution during such events.
* Attend regular meetings before and after Trust hours, including morning briefings.
* Carry out duties other than those listed in the job description at an appropriate level, where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour 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.

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| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** | | |
| Good numeracy and literacy skills with an ability to keep accurate records | Essential | Application, Interview |
| Possession of a full valid driving license | Essential | Application |
| Relevant training in (or willingness to obtain) Health & Safety certifications including National Examination Board in Occupational Safety and Health (NEBOSH), First Aid, Fire Safety & Evacuation, Legionella Awareness etc. | Essential | Application |
| **Knowledge and Experience** | | |
| Significant experience working in a relevant discipline i.e. senior caretaking/site keeping experience in a school or similar environment | Essential | Application, Interview |
| Knowledge of health and safety and hygiene procedures and precautions | Essential | Application, Interview |
| Understanding of COSHH regulations, applying knowledge gained as appropriate | Essential | Application, Interview |
| Excellent organisational skills to be able to plan and deliver programmes of maintenance | Essential | Application, Interview |
| A good understanding of the record/ information systems, which monitor and analyse issues relating to building and facility management through computerised or manual systems | Essential | Application, Interview |
| Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures | Essential | Application |
| Experience of use of appropriate specialist equipment/resources | Essential | Application, Interview |
| Experience of planned preventative maintenance (PPM) management | Desirable | Application, Task |
| Experience of managing a budget, preparing costed plans for repairs, maintenance and other building activities | Desirable | Application, Interview |
| Experience of the tendering process and preparation of specifications | Desirable | Application, Interview |
| Demonstrates ability to organise, lead and motivate a team ensuring training and development is provided where necessary | Desirable | Application, Interview |
| Effective use of IT systems | Essential | Application, Interview |
| Willingness to undertake all appropriate training identified by the Trust | Essential | Application |
| An ability to undertake all the physical aspects of the job | Essential | Health check process |
| **Behaviours and Values** | | |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation | Essential | Application, Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Application, Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills | Essential | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders | Essential | Application, Interview |
| To be flexible and able to adapt and prioritise appropriately, understanding of the need to work unsociable hours if required | Essential | Application, Interview |
| Effective staff motivation and development, including establishment of a positive performance management culture | Essential | Application, Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.