**Job Description (Role)**

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| **Role:** | **Site Manager** |
| **Post Holder:** |  |
| **Accountable to:** | Finance Director |
| **Main Duties and Responsibilities**  **Health and Safety**  **Line Management**  **Community Lettings Facilities**  **Financial Management**  **Safeguarding and Promoting the Welfare of Children and Young People**  **Academy Site Specific Duties**  **General Responsibilities**  **Flexibility Clause**  **Variation Clause** | * Management and maintenance of the academy premises and grounds. * Oversee all maintenance requests and ensure they are responded to in a timely manner and with the correct resource. * Ensure the academy complies with all relevant statutory/legal requirements; the preparation of maintenance schedules and the efficient operation of all facilities within the estate. * Management of the CCTV system (if applicable), ensuring the use of the system complies with academy policy and that regular audits are undertaken to ensure the system is always available to users. * Management of all academy vehicles including minibus and maintenance vehicles (if applicable). Ensuring relevant servicing, MOT, permits, risk assessments and documentation is in place. * To manage the security systems at the academy and to be a key holder, responding to out of hours calls in the absence of site assistant/ supervisor. * To ensure that the site is as secure as possible from trespassers and intruders. * To ensure the academy has in place sufficient resources to carry out adverse weather activities, to ensure operation and protection of the site and to respond when the academy operational times need to be changed due to adverse weather conditions. * To ensure effective after-hours contact arrangements are in place for the alarm system. * To ensure the OAT Head Office systems for managing compliance is used effectively. * To ensure academy compliance with all site related health and safety requirements including clear communication to all staff and students as well as recording and reporting health and safety matters to the relevant named person at the school. * Ensure use of the central OAT system for reporting and recording accidents, incidents and near misses. * Ensure all of the estates team use OAT central helpdesk for tracking and recording building issues. * Generate reports from the OAT central helpdesk to inform future building related repairs and maintenance projects. * Contribute to the tendering of contracts for building related services. Support the selection, evaluation of contractors. * Support the monitoring of contractors against their contractual obligations, responsibilities and KPI’s in relation to their work. * Oversee the management of contractors onsite, ensuring:   + Risk assessments and method statements are provided, checking these and authorising for work to proceed.   + Permits to work are issued as required.   + Safeguarding policy and procedures are adhered to. * Ensure the effective maintenance, repair and safe keeping of all resources, including regular audits. * Ensure all departments and staff comply with COSSH regulations. * Work with the senior members of staff to identify training requirements, both essential and those for development. * Develop and keep up to date registers of the premises and assets. * Contribute to both the premises development and asset management plans; and develop a planned maintenance programme. * Support senior members of staff with planning and preparing capital building projects. * Act as project co-ordinator for all capital building and grounds works and be the academy representative at any contractor meetings and report back as necessary to the senior leadership. * Support senior leadership team with the completion of OAT central requests for information required of the academy relating to the site. * Provide regular premises and health and safety reports/ updates and recommendations for senior staff. * Carry out termly inspections of the buildings and grounds, report findings and recommendations to the senior staff. * Ensure the smooth running of the school building (i.e. building systems are working as they should) for events, such as CPD days, open evenings, concerts, performances and progress evenings, co-ordinating with senior staff as needed to work around any issues. * Overall responsibility in ensuring that the Academy site is litter free at all times including localized and main refuse bins. * Prepare and submit termly premises and site report for Governors. * Act as the Academy Safety Officer * Ensure the academy complies with all statutory and legal requirements for schools in relation to buildings, premises and site. * Play an active role in fire evacuation duties, co-ordinating the site team’s actions when an evacuation is underway and ensure the principal is informed of the reason for the alarm activation at the earliest opportunity. * Ensure all the site team are trained in the use of the alarm system and that practice is reviewed. * Responsible for the maintenance of firefighting equipment, ensuring regular weekly and monthly fire checks are carried out, reporting any issues that arise. * Responsible for the maintenance of fire evacuation chairs and ensuring adequate staff are trained to operate these safely. * Carry out water hygiene checks on all hot and cold-water outlets where areas of the buildings have been unused for more than a week. * Day-to-day responsibility for all site related health and safety matters, including maintaining and developing systems, policies, procedures and working practices. * Work with senior managers to ensure health and safety audits are regularly completed, and develop and implement action plans where required * Work with senior managers to ensure the critical incident and business continuity plan is regularly reviewed, updated and that practical arrangements are in place when the plan is required to become operational. * Work with senior managers to ensure the risk register is regularly reviewed, updated and that practical arrangements are revised considering the outcome of the review. * Responsible for the line management and overseeing the work of site staff. In the absence of senior members of staff, oversee the cleaning services onsite. * Line management will include; the day to day supervision of work, ensuring responsibilities are delivered as required such as performance management and recruitment and selection activities for the post. Ensure the site team use appropriate PPE, adhere to any health and safety risk assessments and safe systems of work to carry out activities. * Ensure appropriate training and development is identified and provided to staff. * Work with the nominated academy staff to ensure that the lettings are serviced i.e. opening, closing, moving furniture and ensuring school spaces can be used the following day. * Work with the nominated senior member of academy staff to create and manage the site budget plan. * Ensure requisitions are raised for all premises related expenditure. * Ensure that the Trust’s financial arrangements are adhered to when carrying out procurements. * Support the undertaking of budget monitoring activities and ensure significant variances are   investigated and corrective action identified and reported to senior academy staff.   * Prepare and submit funding bids including gathering quotations, proposals and supporting evidence. * Adhere to policies and procedures in relation to safeguarding at all times and adhere to the statutory guidance “Keeping Children Safe in Education‟. * Take appropriate action if you have any concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people. * Keeping safeguarding knowledge up to date as directed by the academy safeguarding lead. * Working with ICT, behaviour and safeguarding staff, support the deployment, management and maintenance of CCTV systems.   This section captures duties and responsibilities that are specific to this particular academy and staffing organisation   * Ensuring appropriate liaison and compliant building management with shared facility operators based in the Aspire Centre. * To adhere at all times to the Trust’s policies and procedures. * Maintain confidentiality of information acquired in the course of undertaking duties. * Ensure that work is completed in compliance with relevant legislation and procedures relating to this role. * Ensure GDPR principles are embedded in normal working practices and training is completed as required. * Post holders will be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities. * Be aware of safeguarding and promoting the welfare of children, and to report any concerns in accordance with the school’s safeguarding policy. * The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the academy’s responsibilities towards safeguarding. * The Trust expects that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the academy’s code of conduct and the equality policy objectives. * Attend meetings as required. * Be trained in first aid at work to support the wider first aid team. * Participate in professional development opportunities, willingness to develop additional skills and expertise. * Keep up-to-date with current educational developments and legislation affecting school facilities management within your area of responsibility. * Contribute to school development through identified communication and consultation channels. * Support the school behaviour management policy whilst working around the site. * Develop constructive relationships and communicate with other agencies/professionals. * Ensure policies allocated to this post are up to date and in line with current legislation and Department for Education requirements. * Support other OAT academies within region as appropriate.   As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.  This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. |
| **Core Purposes:** | * Responsible for the overall operational management and maintenance of the site including oversight of grounds, catering and cleaning services where applicable. * Lead the work to reduce and manage energy consumption. This could include using tracking systems, taking daily reading, changing building management system settings to achieve the optimum settings of system to provide adequate service and minimal consumption of energy. Gas, electricity, water and generation systems. * Support senior leadership team with the effective and efficient running of the academy premises, including health and safety compliance and contract management, ensure operational resources are in place to deliver the School Improvement Plan and comply with all legal requirements in relation to health and safety, security and the environment. * Use appropriate systems to monitor and evaluate the quality and effectiveness of facilities management within the academy. * To be responsible for the implementation of the academy planned preventative maintenance programme. * To be responsible for the monitoring of academy energy use and to make recommendations to increase efficiencies in energy management. * To be responsible for the management of contractors attending site including, but not limited to, the issuing of work permits, conducting site inductions and monitoring the work undertaken. * To be the lead person to ensure the academy has in place a system to capture all reactive maintenance work’s requests from academy staff and monitor, to ensure the works are carried out in a timely fashion.   **These job details are guides to the duties, professional responsibilities and core competencies. They do not form part of the Contract of Employment.** |
| **General requirements** | All Academy staff are expected to:   1. Work towards and support the Academy vision and the current objectives outlined in the Academy Development Plan; 2. Support and contribute to the Academy’s responsibility for safeguarding students; 3. Work within the Academy’s health and safety policy to ensure a safe working environment for staff, students and visitors; 4. Work within the Academy’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective; 5. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues; 6. Engage actively in the performance management/talent development process; 7. Adhere to policies as set out in the Academy Trust’s Regulations and staff handbook; 8. Undertake other reasonable duties related to the job purpose required from time to time; |
| **Review and Amendment** | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

**Post Holders Signature:**

**Date:**