

## Job description

LIFE Education Trust, is a community of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE community who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

<b>Job Title</b>	<b>Site Manager Havering Primary &amp; Mid Essex Hub</b>
<b>Scale</b>	NJC 4.7 – 4.10
<b>Contract Type</b>	Permanent
<b>Hours per week</b>	28.8
<b>Hours per day</b>	7.2 – Excluding 30 minute unpaid break
<b>Working Weeks</b>	52 per year
<b>Reports to</b>	Havering Primary and Mid Essex Hub Operations Manager
<b>Line Manage</b>	Site Teams
<b>Liaison with</b>	Executive Headteachers. Heads of School, SLT, Teaching colleague, support colleagues, users of the premises, the public, contractors, and other agencies
<b>Job Purpose</b>	
	To contribute to the smooth running of the School by organising and managing the site and cleaning team and undertaking effective supervision, caretaking maintenance, Health & Safety and security of the site and related resources.
<b>Key responsibilities</b>	
	<ul style="list-style-type: none"> <li>• Support the Colchester Primary Schools to ensure that they are safe and well maintained to the highest standard</li> <li>• Ensure school sites are safe for colleagues, pupils and visitors by carrying out remedial action as necessary and immediately</li> <li>• Weekly management of the Smartlog system to update and maintain records to include, Fire safety records; legionella testing records and all other statutory testing. Liaison with the Essex Health and Safety officer regarding audit of the Smartlog system implementing action plans where necessary.</li> <li>• Undertake PAT testing</li> <li>• Conduct site walks with Executive Head Teachers or Head of School</li> <li>• Undertake minor repairs where necessary</li> <li>• Produce schedules and plans of work, obtain quotations and make recommendations for planned and responsive works as required</li> <li>• Arranging for works to be undertaken by Contractors</li> <li>• Following up on the progress of any building/maintenance/in house works including liaison with Contractors</li> <li>• Act as operational support contact for contractors on day to day basis and urgent Health &amp; Safety/Compliance queries</li> <li>• Respond and provide support to any emergency premises situations arranging emergency repairs where necessary</li> </ul>

	<ul style="list-style-type: none"> <li>• Meet with Heads of school to discuss issues and plans on a regular basis.</li> <li>• Act as keyholder where required</li> <li>• Ensure that satisfactory procedures for the routine and non-routine opening and closing of premises and grounds are in place at schools</li> <li>• Ensure schools are clean and tidy</li> <li>• Undertake and review risk assessments as directed.</li> <li>• Work with external contractors as required</li> <li>• Carry out duties in line with Health and Safety regulations and within COSHH where required</li> </ul>
<b>General</b>	
	<ul style="list-style-type: none"> <li>• Undertake any training commensurate with the post</li> <li>• Participate in the Trust performance management system, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager and attend SDP/inset days.</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace and to take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment</li> <li>• Work in accordance with the values, culture, ethos, equalities and inclusion policies of the Trust proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day to day operation of the job</li> <li>• Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy</li> <li>• Support the ethos of the Trust</li> <li>• The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Operation Manager or Executive Headteacher to carry out appropriate duties within the context of the job, skills and Grade.</li> <li>• Carry out appropriate duties within the context of the job, skills and grade</li> </ul>

Job description is current at the date shown, but in consultation with you, may be changed by the Operations Manager or Chief Finance & Operations Officer to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: \_\_\_\_\_ (Site Manager Havering Primary and Mid Essex Hub)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## Person Specification

We are looking for someone who has the following qualifications, experience and demonstrates the following behaviors to be truly successful in the role.....

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Qualification (Q)
<b>Qualification Experience</b>		
Willingness to successfully complete the range of training relevant to the job	E	I
Certification of relevant health & safety training	D	A
GCSE at Grade C/ Grade 4 or above in English and mathematics or equivalent	D	A
Relevant certification of practical skills and knowledge	D	A
Between 3 and 5 years relevant experience as a site manager /school keeper / caretaker	D	A
Willingness to successfully complete the range of training relevant to the job	D	A
Certification of relevant health & safety training	D	A, I,
<b>Knowledge</b>		
A thorough understanding of health, safety and security issues and relevant legislation affecting schools	E	I
An understanding of the various cleaning methods and techniques	D	A, I,
A thorough practically based understanding of premises maintenance issues	E	A, I,
The know-how to assess and competently carry out minor repairs and maintenance	E	A, I,
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people	E	A, I,
<b>Skills &amp; Attributes</b>		
Ability to organise own work, to prioritise tasks and keep to deadlines	E	A, I,
Ability to work independently and lead and supervise the work of the team	E	A, I,
Ability to be flexible and respond effectively to the 'unexpected'	E	A, I,
Ability to communicate and interact effectively with adults and young people	E	A, I,
The ability to apply ICT skills to the needs of the job	E	I
Displays commitment to the protection and safeguarding of children and young people	E	A, I,