



# Cygnus Academies Trust

## Job Description: Site Manager

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**Responsible to:** Head Teacher / SBM / Trust Estates Manager

### **Purpose of the Job:**

- To take a lead role in ensuring very high standards of Health & Safety, maintenance, security and cleanliness throughout the school premises and site
- To provide access and represent the school's interests when dealing with contractors and suppliers involved in the repair and upkeep of the building and grounds
- Act as a key holder, locking and unlocking the school premises for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services.
- Practice and promote fair and equal treatment of all staff, visitors and pupils while carrying out the duties detailed in this job description.
- Safeguard and promote the welfare of our pupils.

### **Key duties and responsibilities<sup>1</sup>:**

- Maintain a thorough knowledge of, and ensure compliance with, relevant legislation i.e. Health & safety, first aid, COSHH, environment management and school/trust policies. Be able to conduct thorough and effective risk assessments and safety checks, and keep accurate records.
- Managing appropriate fire, safety and emergency procedures in the event of fire, flood, breaking and entering.
- Operate and regularly check and arrange maintenance for systems such as heating, cooling, lighting, security (including CCTV and alarms).
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
- Carry out minor works (indoors and outside) in order to improve the site as required by senior staff
- Actively manage tasks and workload using the online ticketing system and building management software.
- Arrange emergency repairs as required.
- Work with SLT to create and operate effective emergency, fire and safety procedures.
- Ensure that regular maintenance and safety checks are carried out in a timely manner.
- Management of other school site staff, including allocation of work and supporting with their induction, probation and appraisals
- Manage the work of cleaners and contractors, including management of small projects. Check that work is completed to required standards and within required timescales, and deal with any issues as they arise.
- Support the Trust Estates Team with the management of larger projects
- Monitor, maintain, order and replenish stocks of consumables (cleaning materials, paper towels, soap etc)
- Ensure regular checks are carried out to ensure that the premises and grounds are maintained in a safe and healthy condition including the maintenance of fire and other safety equipment, monitoring of fire safety precautions, and safe storage of potentially harmful substances and equipment
- Ensure the safe operation of any potentially hazardous equipment on site, and keep accurate records of checks and maintenance to comply with legislation.

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<sup>1</sup> This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

- Responsible for lettings which may include dealing with bookings, caretaking cover, damage and maintaining a high profile during events.

**Other responsibilities and job activities:**

- Ensure litter is removed from inside and outside of the buildings.
- Cleaning of all school areas, including accidents and spillages.
- Assist with ensuring high standards of cleanliness and hygiene.
- Ensure that cleaning materials are stored and used in line with COSHH requirements.
- Keep paths clear of ice, snow, and leaves to maintain access to school in the event of bad weather.
- Move deliveries, equipment, furniture and equipment within the premises as required.
- Trade card holder for the purchase of low-cost materials for carrying out repairs and improvements
- Provide guidance for other staff on health and safety issues and actively promote safe practice
- To work alongside the Trust Estates Team with regards to Audits, Compliance, repairs & Building works
- Be responsible for own continuing professional development; undertake training and develop skills and knowledge relevant to the role.
- Maintain confidentiality in respect of school related matters.
- Undertake any other duties of a similar level and responsibility, as required.

The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria, as we will use this for shortlisting. Applicants who have a disability and who meet the 'essential' criteria will be shortlisted.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>Skills and/or experience in one or more of the following: general maintenance / DIY, plumbing, electrical/building maintenance, heating systems, grounds maintenance or similar.</li> <li>Good written, numerical and ICT skills in order to complete more detailed records and reports using digital systems.</li> </ul>	<ul style="list-style-type: none"> <li>Recognised qualifications in relevant areas, time served in building trade, apprenticeship or other relevant experience</li> <li>First aid qualification</li> <li>H&amp;S qualification/training</li> </ul>
<b>SPECIALIST KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Considerable DIY experience and/or practical skills</li> <li>Experience of undertaking responsibility for the care and maintenance of premises.</li> <li>Confident user of IT systems (we use Office365)</li> <li>Experience of working cooperatively and flexibly as part of a team</li> <li>An understanding of and a commitment to safeguarding and promoting the welfare of children.</li> <li>Able to recognise and to deal appropriately with H&amp;S and emergency situations.</li> <li>Ability to create and maintain accurate and timely records</li> <li>Organisational skills to facilitate lettings.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in the building industry.</li> <li>Previous key holder responsibilities.</li> <li>Experience of supervising the work of others</li> <li>Experience of using specialist equipment (e.g. scaffold, ladders, floor polishing machine etc)</li> <li>Knowledge of the organisation, administration, aims and objectives of the school.</li> <li>Knowledge of maintenance and security systems and procedures.</li> <li>Knowledge of the operation of heating, ventilation systems and common causes of malfunctions.</li> </ul>
<b>PROFESSIONALISM AND PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Ability to deal with everyday problems and to identify which problems should be referred to a member of SLT.</li> <li>Ability to undertake heavy lifting and other strenuous tasks, requiring a good level of physical fitness.</li> <li>Ability to work evenings and weekends on an irregular basis and to deal with occasional emergencies outside of normal working hours.</li> <li>Ability to respond calmly to emergencies</li> <li>Willingness to approach work with a degree of flexibility and an understanding that school life can be unpredictable at times</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to communicate and liaise effectively with persons at all levels and deal with contractors.</li><li>• Ability to prioritise and organise own tasks with minimum supervision and to work to agreed targets.</li><li>• Desire and willingness to learn new skills and systems, and respond positively to feedback, advice and guidance.</li><li>• A desire and willingness to undertake health and safety training and promote good practice across the school</li><li>• Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.</li><li>• Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation.</li><li>• Ability to listen to customers and understand their needs.</li></ul>	
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