

Djanogly Learning Trust Job Description

Djanogly Learning Trust Vision

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

Job title	Site Manager – Primary Academy
Hours and weeks	20 hours per week, all year round

Djanogly Values

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

- Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
- Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
- Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

Djanogly Behaviours

Employees will demonstrate their professionalism and promote a positive culture by:

- Behaving in a professional manner at all times
- Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
- Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
- Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
- Starting and ending the day with the same emotional constancy with every interaction.

Job Purpose:

This role works on a designated campus, and is responsible for;

- ensuring effective and efficient site management, maintenance, security and safety – ensuring a safe, warm and dry environment
- providing effective line management of the cleaning team
- working closely with the senior leadership team and other support staff to ensure Academy needs are met

Job Responsibilities:

Responsibility for leading on site management and maintenance for a designated campus/buildings

Responsible for the security of premises and grounds including opening and locking up, responding to alarms and making the building secure if necessary in emergency situations out of hours.

Responsible for ensuring the ongoing maintenance of plant and equipment, and the buildings on site including:

- Heating, air management and other key systems, and ensuring boilers and other related equipment is serviced and maintained in accordance with regulations and best practice.
- Carrying out and recording of regular checks on water outlets, and other key infrastructure, as per best practice and formal Risk Assessment, to limit risk of Legionella
- Carrying out and recording regular checks on fire protection across the site, including passive fire protection and fire equipment as per fire risk assessment
- Ensuring external grounds are kept clean and tidy including emptying litter bins, cleaning drains, salting hard surfaces and moving snow as required
- Completing, or as appropriate overseeing minor building works, including obtaining quotes, securing budget sign off and ensuring safe implementation including monitoring contractors
- Supporting the planning of proactive maintenance to support renewal and improvement of premises
- Responsible for H&S risk assessments for the site and cleaning team, overseeing safe working by contractors on site, and ensuring the safety of others who may be affected by activities carried out on the site
- To be responsible for arranging testing to meet statutory regulations including PAT, fixed wire, legionella, gas safety, asbestos and fire checks
- Take responsibility for maintaining supplies and ensuring the correct storage and usage protocols are followed – e.g. COSHH complied with

- Carry out caretaking and manual handling duties as required to ensure the needs of the school are met, e.g. moving furniture, equipment, setting out of spaces around campus, etc.
- When necessary, undertake cleaning duties including glass and windows; removing graffiti; covering for cleaning team roles to ensure that all areas, including classrooms, toilets, corridors and halls are clean and tidy as required.
- Responsible for the effective line management of the cleaning team, ensuring training and development completed as needed to support safe and effective working.
- Work collaboratively as part of a wider team of site staff covering a range of Trust properties.
- Comply with the policies and procedures of the organisation and undertake regular training as required by the senior leadership team.
- Available to attend in the evenings or weekends when necessary for extra-school activities
- Comply with the policies and procedures of the organisation regarding safeguarding and welfare of children

Djanogly Learning Trust General Requirements:

Policies and procedures

You will comply with all policies and procedures at all times which include:

- ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.
- ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
- ensuring you comply with the Trust's Staff Behaviour policy, including outside of work where applicable.

Professional Development

- You are required to undertake professional development as part of your job description. This includes contributing to regular 'check ins' and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team.

Djanogly Learning Trust Person Specification

In order to be considered for interview all essential criteria must be met.

JOB TITLE	Site Manager – Primary Academy
------------------	--------------------------------

Requirements	Essential	Desirable	Short listing criteria
Skills & Experience			
2 years' experience of a similar role	X		X
Experience of managing/supervising other staff	X		X
Maintenance and general DIY skills	X		X
Able to understand UK Health and Safety rules	X		X
Experience of working with young people/children		X	X
Experience of security work and working alone		X	X
IT skills are essential, the successful candidate may need to work with a building management system, and will need to communicate effectively using e-mail	X		
Ability to undertake manual handling tasks and to work at height within regulations	X		
Ability to undertake repairs, painting and decorating tasks	X		
Understanding of and ability to work with Health and Safety regulations and best practice and to undertake H&S risk assessments and manage H&S risks	X		
Personal Qualities - Other			
Good communication skills, able to engage with senior leaders and other staff effectively	X		
Able to understand UK Health and Safety rules	X		
Cheerful, enthusiastic and willing to help others	X		

Practical skills with ability to solve problems	X		
Able to work on their own, to clear instruction.	X		
Able to work undirected, within guidelines or clear instructions, and also use initiative	X		
Able to work in a team, and where needed supervise others to deliver results - effectively prioritising the work of themselves/others to meet Academy needs	X		
Customer focussed attitude	X		
Willingness to take on and develop new skills to support performance in the role	X		
Personal Qualities			
Belief in the values and behaviours of DLT	X		
Evidence of continuing professional development	X		
Commitment to equal opportunities and diversity in the performance of duties	X		

This job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the organisation to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.