

## Job description

Ford End, Margaretting and Roxwell Primary Schools are part of the LIFE Education Trust, a family 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 family who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Site Manager, Ford End, Margaretting, Roxwell and Dr Walker's Primary Schools
<b>Grade</b>	6.12 – 6.17
<b>Contract</b>	Permanent
<b>Hours</b>	Full Time 37 hours, 52 weeks
<b>Reports to</b>	Operations Manager, Mid Essex Hub
Job Purpose	
	<p>To be responsible for the daily management of the schools estates, meeting the security and maintenance needs of the schools.</p> <p>Ensuring the schools comply with all current legislations relating to site safety and management.</p> <p>To promote and participate in achieving:</p> <ul style="list-style-type: none"> <li>- the most efficient and economic use of the schools' premises, facilities, plant, equipment and materials,</li> <li>- a culture of excellence and continuous improvement for estate practices and standards.</li> </ul>
Liaison with	
	Operations Manager, Head of Schools, Executive Head and other colleagues as appropriate, users of the premises, the public, contractors, and other agencies.
Site Maintenance Duties	
	<p>Provide safe, appealing and well maintained education environments. Through good planning and prioritisation, minimise disruption to teaching and learning.</p> <p>Principal Tasks</p> <ul style="list-style-type: none"> <li>• Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works using SmartLog.</li> <li>• Maintain all furniture, fittings, equipment, tools and plant in a safe and good condition, liaising with external suppliers and services where necessary.</li> <li>• Liaise with the Operations Manager in the preparation of maintenance and capital expenditure project / work plans, liaise with contractors and be their main point of contact.</li> <li>• Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work.</li> <li>• Undertake routine inspections of the sites including daily maintenance checks.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain computerised record of all regular checks undertaken.</li> <li>• Responsible for heating and lighting systems throughout the premises, arrange to remedy any problems and to participate in cost saving projects.</li> <li>• Undertake and document a termly risk assessment of all sites and other periodic risk assessments / health and safety checks as directed by the Health &amp; Safety service.</li> <li>• Be aware of the location of essential services including water isolation valves, fire points, drainage systems, and gas and power supplies. Maintain a detailed plan showing the location of these.</li> <li>• Regularly inspect all drains and gullies to blockages remedying as necessary.</li> <li>• Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.</li> </ul>
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### Fire and Security

	<p>Principal Tasks</p> <ul style="list-style-type: none"> <li>• Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.</li> <li>• As a primary keyholder be prepared to attend out of normal working hours as and when required.</li> <li>• Ensure internal security procedures are adhered to: reporting any issues to the Operations Manager.</li> <li>• Regularly walk round all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate colleague.</li> <li>• Test the alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration, change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs.</li> <li>• Maintain the Fire Risk Assessment, updating where appropriate and resolving any issues.</li> <li>• Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.</li> <li>• Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board.</li> </ul>
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### Health & Safety

	<p>Through good estate management maintain a safe, compliant estates.</p> <p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>• Ensure the estates comply with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records.</li> <li>• Participate in the continuing development of robust, transparent health and safety systems and procedures.</li> <li>• Support health and safety training initiatives and deliver components where appropriate.</li> <li>• Commit to the growth and maintenance of a positive risk management culture within the schools, assisting colleagues where necessary.</li> </ul>
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### Portering

	<p>Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected.</p> <p>Tasks</p> <ul style="list-style-type: none"> <li>• Transfer goods and materials delivered to the school to appropriate locations around the school site; assist with assembly of goods received where necessary and report any defects.</li> </ul>
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	<ul style="list-style-type: none"> <li>Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, events and lettings.</li> </ul>
<b>Cleaning and Welfare</b>	
	<p>Participate in and ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.</p> <p>Tasks</p> <ul style="list-style-type: none"> <li>Manage refuse and recycling procedures and ensure relevant colleagues are aware. At least half-termly clean all bins to keep hygienic and deter pests and rodents.</li> <li>Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds.</li> <li>Carry out emergency cleaning as required.</li> <li>Monitor supplies of cleaning materials.</li> </ul>
<b>Administrative</b>	
	<ul style="list-style-type: none"> <li>Provide written and verbal updates to the Operations Manager, Head of Schools and Executive Head as, and when, required</li> <li>Attend and participate in relevant meetings</li> </ul>
<b>General</b>	
	<ul style="list-style-type: none"> <li>To provide written and verbal updates to the Operations Manager Head of School and Executive Head as, and when, required</li> <li>The postholder will be required to attend and undertake tasks at other schools within the Trust.</li> <li>To undertake any training commensurate with the post.</li> </ul>

## Knowledge, skill and experience requirements

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