



## Job description – Site Manager

NJC Scale 9 (Point 29 – 32 (dependent on experience)) 52 Weeks per Year, 36 Hours per Week

Actual Salary: £39,951 to £42,840 (Point 29 – 32)

**Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.**

### Summary of the role:

To improve outcomes, transform lives and enable social mobility;

- To lead and manage the facilities service ensuring compliance safety in all areas.
- To oversee the site management of designated school.
- To liaise with all stakeholders to co-ordinate maintenance and capital works within the school in line with agreed plans.
- To ensure appropriate training and development programs are in place for all the premises staff at the school.
- To demonstrate best practice in the management of school premises.

<b>Line Management responsibility for</b>	Site Assistants
<b>Main duties and responsibilities:</b>	<p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• Identify and undertake appropriate repairs on a timely basis to maintain and improve the fabric of the school and to prevent any loss of learning time.</li> <li>• To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.</li> <li>• To organise and carry out decoration programmes and improvement work as agreed with the Business Manager and Headteacher.</li> <li>• To be responsible for the operation of a preventative planned maintenance programme.</li> <li>• Operation and maintenance of heating, plant and lighting systems.</li> <li>• To ensure all statutory compliance checks are completed and recorded using the I Am Compliant system.</li> <li>• Undertake regular site inspections, with follow up programmes of works.</li> <li>• Collect and assemble waste for collection.</li> <li>• Undertake cleaning duties and specialist cleaning tasks where appropriate.</li> <li>• Coordinate deliveries to the School site.</li> <li>• Monitor performance of contracts and record performance against specified standards.</li> <li>• Liaise with contractors to ensure quality, adherence to programmes of work and Health and Safety requirements.</li> <li>• Supervising the cleaning team in conjunction with the School Business Manager</li> <li>• Provide training for premises staff.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• To advise on matters relating to the control of building costs and resources. To proactively seek to reduce waste.</li> <li>• Contribute to planning, development and organisation of systems/procedures/policies.</li> </ul>

- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- Manage and monitor relevant budgets, using the Sage Intacct ordering system, ensuring best value is obtained in line with Trust financial regulations.

#### **Security and Safety**

- To be responsible for the safety and security of school buildings, including the operation of CCTV systems.
- Undertake regular security checks and identify security risks.
- Take remedial action as required e.g., after break-ins, board up windows/doors, reglaze small internal windows.
- Monitor fire safety equipment and assist School Leadership in carrying out fire drills.
- Operate and respond to alarm systems where appropriate. To ensure premises staff are aware of their responsibilities regarding setting of alarms, testing and dealing with defects.
- Liaise with police, security and surveillance contractors as required.
- Provision of access to the building and grounds to authorised persons at all reasonable times.
- Provide access to the school as may reasonably be required outside normal hours of opening including access in the event of an emergency.
- Ensure that heating plant and equipment is effectively and efficiently operated.
- Undertake regular Health & Safety checks including water testing, temperature control and others.
- Carry out risk assessments and COSHH procedures as appropriate.
- To be responsible for ensuring clear and safe pedestrian access to the school, particularly in adverse weather conditions (e.g. snow clearing, gritting) and as far as possible staff vehicular access.

- To undertake safety audits of the premises and assist with relevant risk assessments as required.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Maintain a register of keys.
- Request unauthorised users of the site to leave, calling for attendance from the police if necessary.
- Carry out procedures in the event of fire, flood, breaking and entering accident or major damage.
- Ensure all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish.

#### **Organisation and Managerial**

- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Liaise with the School Business Manager, Headteacher and other staff within the school to understand the maintenance needs of users
- To directly manage and motivate premises staff, to maintain a good working atmosphere and team ethic, by motivating, instructing and delegating responsibilities to staff.
- Portering duties e.g. moving furniture and equipment.
- Direct/supervise cleaning and site staff and ensure cleaning is in accordance with specification.
- Undertake line management responsibility for Site staff.
- To organise a site and buildings rota to ensure any community use is adequately staffed.
- Take an active role as a member of the School's Health & Safety Committees.
- Project Manage all repairs and maintenance.
- Monitor the operating costs of the grounds, buildings and associated resources.
- Plan own work allocation and that of the premises staff to meet the requirements of the school whilst carrying out normal supervisory duties.

**Facilities Letting and Community Use**

- To supervise community users to ensure protection of the school assets.
- To liaise with users to ensure the customer's reasonable requirements are met.
- To ensure the building is always ready for normal educational use following any community use.

**General**

- Be familiar and comply with all relevant health and safety, operational, personnel, safeguarding, data protection GDPR and financial regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Commitment to own continuous professional development.
- Operate as directed within any setting across the Trust, mindful of the postholder's life-work balance.
- Willingness to work flexibly, sometimes outside of normal core hours, in response to service demands.
- Maintain the confidentiality of information acquired in the course of undertaking duties.
- To be a qualified First Aider

Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the School Business Manager, Headteacher or Head of Estates.

**Health and Safety**

- The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

- 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.

**Vision and Values**

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the Trust's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

## Person Specification

Area	Essential	Desirable	Method of assessment
	<p>These are qualities without which the Applicant could not be appointed</p>	<p>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</p>	<p>Application Certification Interview References</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Hold or working towards a suitable, relevant, qualification, such as IOSH or NEBOSH</li> <li>• Familiarity with COSHH</li> <li>• Good Literacy and Numeracy skills</li> <li>• GCSEs (or equivalent) in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• Trade Qualifications: in areas such as plumbing, electrical or carpentry.</li> </ul>	<p>Application Certification</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Management of capital projects</li> <li>• Management and supervision of staff</li> <li>• Customer focused attitude and proven ability to deliver service improvement and work to deadlines</li> <li>• Ability to work as part of a team, understanding schools' roles and responsibilities and your own position within these</li> </ul>	<ul style="list-style-type: none"> <li>• Practical skills in one or more of the following: plumbing, carpentry, painting and decorating, general building work.</li> <li>• Working in a school environment.</li> </ul>	<p>Application Interview References</p>

Area	Essential	Desirable	Method of assessment
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge/experience of managing planned, preventative maintenance and compliance schedules</li> <li>• Ability to follow and promote policies and procedures</li> <li>• Clear communication skills, written and oral, including the ability to negotiate effectively</li> </ul>		Application Interview References
<b>Character</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and a track record of establishing and promoting effective working relationships</li> <li>• Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively</li> <li>• Enthusiastic, motivated and committed</li> <li>• Proactive, positive and resilient</li> </ul>		Application Interview References