



Site Lead

Salary: Scale 5 points 12-17 : £26,421 - £28,770

Hours: 37 hours per week (flexibility will be required during busy periods) Full year contract

Locations: Central Region Schools Trust



READY TO MAKE A DIFFERENCE?

A vacancy has arisen for a highly motivated and proactive Site Lead at Arrow Vale.

Reporting to the Executive Principal and the Estates Hub Manager, you will manage a team of Estate Staff and will oversee the improvement, maintenance and cleanliness of the school building and grounds. We believe in the highest expectations for pupils and staff and the Site Lead is integral to ensuring these high standards are maintained.

You will ensure that the buildings, site and facilities are fully compliant and available for use whenever they are needed. Other duties will include security of the sites, maintenance work and liaison with contractors.

As a member of the Central Region Schools Trust, you will have the opportunity to work with a group of Site Leads and to share expertise as appropriate.

The successful candidate must be flexible, with a positive and enthusiastic attitude to work. Effective communication skills; written, oral and ICT are essential. The hours are worked on a shift basis as follows:

Shift 1 6.00am to 2.00pm

Shift 2 10.00am to 6.00pm

Application Process

Interested candidates who wish to have an informal conversation about this role, and/or a tour of the Site are welcome to contact the school.

Further information and an application form are available to download from our website www.arrowvaleacademy.co.uk. Alternatively, please email vacancies@arrowvaleacademy.co.uk.

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Job Description

Post Title:	Site Lead
Reporting to:	Estates Hub Manager and School Principal
Contract	Permanent
Scale	Scale 5 points 12-17
Disclosure Level:	Enhanced

General duties and responsibilities

Under the direction of the Estates Hub Manager and the Principal, this post is to be responsible to provide flexible, efficient and effective running of the site and provision of Estates Staff. This includes all activities associated with: availability of appropriate staff at all times (including call-outs), availability and security of premises and grounds; compliance of health & safety regulations and CRST and statutory, high quality site cleanliness and maintenance. You will be based at Arrow Vale High School with the expectation that you will provide support to other schools within the Central Region Schools Trust as necessary.

Site Lead Candidate Pack

Professional duties and responsibilities

- To assist the Principal in the development of the use of school facilities during the normal school day and after school, to include evenings, week-ends and school holidays.
- Manage the Estates team (to include the cleaning team) and plan and monitor the workloads.
- Identify and carry out any necessary training for the team.
- Responsible for the arrangements of, and participate in, the shift pattern with other site team members, responsible for the security of the School and participate in the on-call rota.
- Support the school maintenance programme and facilitate any additional learning programmes resulting from the School Improvement Plan.
- Under guidance from the Principal, Hub Manager control and monitor the use of budgets for repairs and maintenance.
- Responsible for ensuring that all statutory estates checks are undertaken in a timely manner and any issues are addressed and reported to the Principal/Hub Manager
- Plan and prepare for forthcoming events and arrange security and site team cover as appropriate.
- Responsible for the day to day management and compliance of any planned building work.
- Report to the Principal/Hub Manager on progress of planned maintenance and specific developments.
- Provide general supervision of site operatives, ensuring acceptable standards of work, prioritising duties and monitoring cover for all essential site duties.
- Ensure Risk Assessments are in place for all tasks.
- Ensure that operatives and contractors engaged in work on the school site maintain a high standard of work, use equipment, materials and chemicals that meet with Health and Safety / COSHH requirements and conditions of contract and are not harmful to the building fabric or staff, students etc.
- Ensure consistent interpretation of the contract conditions among team members.
- Agree site inspections with technical advisors for all contract work, monitor standards and ensure that contract deadlines are met.
- Liaise with the Principal/ Hub Manager over any suggested changes in maintenance contracts.
- Ensure that all necessary steps and precautions are taken to prevent unauthorised parking.
- Responsible for signing job completion/customer satisfaction notes as required checking that contractors vacate the site on completion and sign in/out in line with School procedures.
- Ensure availability of supplies of all materials necessary to undertake the duties of the post.
- Monitor and store securely the equipment provided to you for the purpose of your work to ensure that it is kept in good order and retain records of same.
- Liaise with the safeguarding lead to ensure all contractors comply with the appropriate level of safeguarding required.

Site Lead Candidate Pack

Security:

- Responsible for the security of the buildings, contents, grounds and boundaries including routine and non-routine opening of the premises and setting of alarms.
- Make daily inspections of site, inside and outside, to make sure that all equipment is safe and to facilitate the removal of any dangerous materials or objects.
- To ensure that the school is unlocked before the start of the school day and secured at the end of the day. Making sure all windows and doors are locked .
- To operate the burglar alarms and to report any problems and deficiencies to the Principal.
- To act as key holder and to attend all “call-outs” unless on annual leave.

Health & Safety:

- Prepare updates for Health and Safety related issues and be responsible for arranging all necessary annual inspections and follow up maintenance work e.g. Fire equipment, ladders, legionella checks Asbestos reviews , Electrical testing etc.
- Take responsibility for appropriate actions highlighted within inspections to ensure statutory compliance.
- Making sure Contractors or persons working in the school are aware of the asbestos register and signs the register before the commencement of work on site.
- Carry out procedures in the event of any emergency, ensuring that arrangements are in place for site operatives to be able to respond to an emergency call outs.
- Ensure that paths, steps, walkways, courtyard, car park etc. are kept free of snow and ice, using and ordering salt and grit as necessary.
- Ensure provision of fire drill notices, check fire escape routes, ensure daily, weekly, termly and annual checks of fire equipment are undertaken and recorded. Review Fire Risk assessment annually and update as necessary.
- Operate fire alarms and report any problems and deficiencies to the Principal/Hub Manager. Test the fire alarm on a weekly basis.
- Ensure that any hazards are immediately cleared.
- Monitor and immediately report any potential or actual safety hazards to a member of the senior leadership team.

Site Lead Candidate Pack

Maintenance and Development of the School Site:

- To operate the heating, lighting and plumbing systems as directed and report any problems and deficiencies to the Principal.
- To act as contact point and liaise with contractors when required by the Principal/Hub Manager.
- To ensure that paved areas and playgrounds are cleared daily
- Undertake minor repairs as necessary.
- To undertake general maintenance of buildings and fixtures e.g. decorating, replacing ceiling tiles, replacing floor finishes, checking water leaks before contractors are called etc.
- Arrange for the ordering of supplies/ equipment as necessary in liaison with the Principal/Hub Manager
- Responsible for the safe and correct operation of heating plant, maintain temperatures and the availability of an adequate supply of hot water. Arrange for any deficiencies to be corrected by the appropriate authority as soon as possible.
- To be responsible for the use, maintenance and security of plant, machinery and equipment based at school. Arrange for routine checks to be made to identify faulty equipment including water boilers, cookers, refrigerators, etc. and arrange necessary repairs.
- Carry out grounds maintenance work not included within a contract to ensure that the site has a well-kept appearance.
- Undertake minor repairs and maintenance work including carpentry, plumbing, and general duties e.g. minor plaster repairs, replacing loose tiles, re-laying uneven paving, changing light tubes etc.
- Undertake regular and routine clearance of drains and gullies to ensure these are kept free flowing.
- Undertake regular leaf clearing (in autumn time).
- Responsible for reporting and arranging all repairs and maintenance needs, progress chasing and reporting on delays to the Principal/Hub Manager to ensure that contractors on site do not pose a Health and Safety hazard or damage school property.
- To record gas, electric and water meter readings and report to Finance and any variances to the Principal/Hub Manager.
- Undertake regular and routine clearance of drains and gullies to ensure these are kept free flowing.
- Undertake regular leaf clearing (in autumn time).
- Responsible for reporting and arranging all repairs and maintenance needs, progress chasing and reporting on delays to the Principal/Hub Manager to ensure that contractors on site do not pose a Health and Safety hazard or damage school property.
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Site Lead Candidate Pack

Grounds

- To oversee the work of the Grounds Maintenance Contractor and report any problems and deficiencies to the Principal/Hub Manager.
- Ensure an attractive and welcoming site, clear of graffiti, litter, weeds and fallen leaves.

Cleaning

- To manage the cleaning staff and arrange cover where necessary.
- Monitor cleaning and check that the standards of cleanliness are met.
- Carry out regular cleaning audits.
- To undertake cleaning duties, which occur during the school day and which, cannot be left to the cleaning staff.
- Ensure that all public areas, are kept clean throughout the day, delegating responsibility where necessary.
- Ensure that windows, directional signs, name boards and cycle canopy are cleaned regularly.

Porterage

- To undertake porterage duties as required and to assist in the loading and unloading of deliveries. Ensuring correct distribution and storage of deliveries within the school.
- To manage the setting out and clearing away of furniture as required (e.g. for meeting, exams, school events and lettings.)

Supervision of Staff

- To arrange training to keep Estates team up to date with the requirements of the post.
- To ensure the site team staff comply with the requirements of the Health and Safety at Work regulations and receive appropriate training.
- To undertake a reasonable amount of cover for the absence of colleagues when requested by the Principal.

Other Duties

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.
- Responsible for liaising with the external Sports Letting Provider to ensure that all of the necessary arrangements and health and safety measures are in place.
- Support other Academies within Central Region Schools Trust where appropriate.




Site Lead Candidate Pack

Notes


- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in the Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

May 2024

Person Specification

Specifications	Essential	Desirable
<p>Education/training</p> 	<p>The Site Lead should have:</p> <ul style="list-style-type: none"> • GCSE English & Maths (Grade A-C) or equivalent 	<p>In addition, the Site Lead might have:</p> <ul style="list-style-type: none"> • Relevant Health & Safety qualifications IOSH, Managing Safety. • Relevant vocational qualifications
<p>Experience</p> 	<p>The Site Lead Should have:</p> <ul style="list-style-type: none"> • Significant experience or skills in a trade • Minimum 3 years experience of relevant site experience • The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc • The ability to operate and understand electrical & mechanical systems • The ability to handle basic building repairs and maintenance • Risk assessment experience 	<p>In addition, the Site Lead might have experience of:</p> <ul style="list-style-type: none"> • Premises management • Staff management
<p>Knowledge & Understanding</p> 	<p>The Site Lead should have some knowledge & understanding of:</p> <ul style="list-style-type: none"> • Working within a school environment • Relevant policies and procedures including: • Health & safety regulations • Equal opportunities • Safeguarding • Knowledge of the operation of heating, ventilation systems and causes of malfunctions and energy efficiency measures • Knowledge of maintenance and security systems and procedures 	<p>In addition, the Site Lead might have:</p> <ul style="list-style-type: none"> • Knowledge of schools and issues relating to education

Person Specification

Specifications	Essential	Desirable
<p data-bbox="228 320 316 349">Skills</p> 	<p data-bbox="496 320 762 349">The Site Lead will:</p> <ul data-bbox="496 371 1038 1227" style="list-style-type: none"> • Have good communication skills • Be able to perform the physical tasks required by the post including lifting, carrying some heavy equipment • Be able to lead and work as part of a team, taking responsibility and prioritising work to meet challenging deadlines • Be able to work with minimum supervision • Have the ability to gather information, analyse data and problem solve • Have the ability to plan and prioritise work, managing time effectively to complete tasks to a high level • Possess good IT skills including the use of Word, Excel and Outlook 	<p data-bbox="1042 320 1493 387">In addition, the Site Lead might have:</p> <ul data-bbox="1042 409 1544 477" style="list-style-type: none"> • Full driving licence and use of own car
<p data-bbox="124 1232 421 1261">Personal Attributes</p>	<p data-bbox="496 1232 762 1261">The Site Lead will:</p> <ul data-bbox="496 1283 1038 1769" style="list-style-type: none"> • Have a positive and enthusiastic attitude to work • Be able to promote the school to a wider community supporting the vision, values and ethos of the School • Have attention to detail when undertaking duties • Be trustworthy and reliable • Be flexible to changing demands of the post 	<ul data-bbox="1042 1232 1544 1769" style="list-style-type: none"> •

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Need more advice?

Please visit our website
www.arrowvaleschool.org.uk



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www.arrowvaleschool.co.uk



Central Region
Schools Trust

Founded by the RSA

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