

Job Description

Job Title:	Site Manager, Large Secondary
Salary & Grade:	WHF NJC N23-28
Reports to:	Regional Estate Manager

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Role – Site Manager

To manage the school site and associated site staff including allocation and monitoring of work and performance review. Oversee external contractors working on site and ensure premises health and safety.

Duties and Responsibilities of the Role:

- Act as the main key holder being responsible for security of the premises. To include the opening up and locking of premises including extended school provision, lettings and emergency call outs, identifying and training a suitable 2nd key holder to cover periods of absence.
- To manage a range of re-decoration and maintenance work, as agreed with the Regional Estates Manager to ensure a high standard of repair & decoration throughout the school.
- Manage the site team in undertaking activities to maintain a safe and clean external environment e.g. gritting, litter picks, waste collection and removal, graffiti removal, safe access routes and keeping drains free from obstruction.
- To arrange for maintenance work to be carried out by suitably qualified contractors, monitoring the safety of their working practices, reporting where possible on the quality of their work and follow up any apparent failures or further work required.
- To be responsible for carrying out Health and safety checks including: Fire, Asbestos, Legionella, vehicles and keeping accurate up to date records under the direction of the Regional Estates Manager.
- To be responsible for the operation of the premises programmed systems, ensuring that all plant and equipment operates at maximum efficiency and economy, with special regard to energy conservation and to regularly inspect equipment to ensure that it is clean and in a safe working order, reporting any deficiencies as appropriate.
- To be responsible for the receiving of deliveries of goods and equipment and distributing as appropriate. To include maintaining appropriate records as required and appropriate levels of cleaning/sundries and repairs and maintenance materials.
- Manage the cleaning and assistant site staff, or where appropriate the monitoring of cleaning contractors. Monitoring cleaning standards, ensuring corrective action as required and supporting during periods of absence, or where additional cleaning is required.
- To undertake general portage duties to include the setting out and putting away furniture as necessary.

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school and federation
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Provide a high level of customer service to all stakeholders
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times

Decision Making:

- Managing work in liaison with the Regional Estates Manager to meet business needs
- React to unforeseen emergency situations taking appropriate actions

Contacts and Relationships:

The post-holder will be required to supervise cleaning, assistant site staff and contractors where appropriate.

As a key holder, the post-holder should be contactable outside normal working hours. He/she will be expected to respond appropriately in the event of emergencies arising at any time.

- All federation employees
- Senior Management
- Contractors
- Governors
- Pupils

Physical Effort:

At certain points of the day the post-holder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. minor maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture

Due to the nature of Site Manager there will be an expectation that the post-holder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

Emotional Demands:

- Work with colleagues and pupils
- Line management

Job Specific Competencies:

- Knowledge and experience in premises management
- IOSH/NEBOSH qualification or extensive working knowledge of premises Health, Safety and Site policy
- Good written and verbal communication skills
- Full clean driving licence
- NVQ 2 OR equivalent qualification desirable
- Working knowledge of Microsoft applications

Responsibilities:

- Large Secondary School
- Assistant Site Manager and Site Assistants
- Up to 25 cleaners

- Over 1000 children on site
- Approx £100k in site budgets

Safe Working Practices for Adults working with Children:

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations:

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity:

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

Confidentiality:

The postholder will respect the need for confidentiality at all times while performing this role.

Health and Safety:

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility:

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:		Issue Date:	
Postholder Signature:		Signature Date:	