

## Job Description

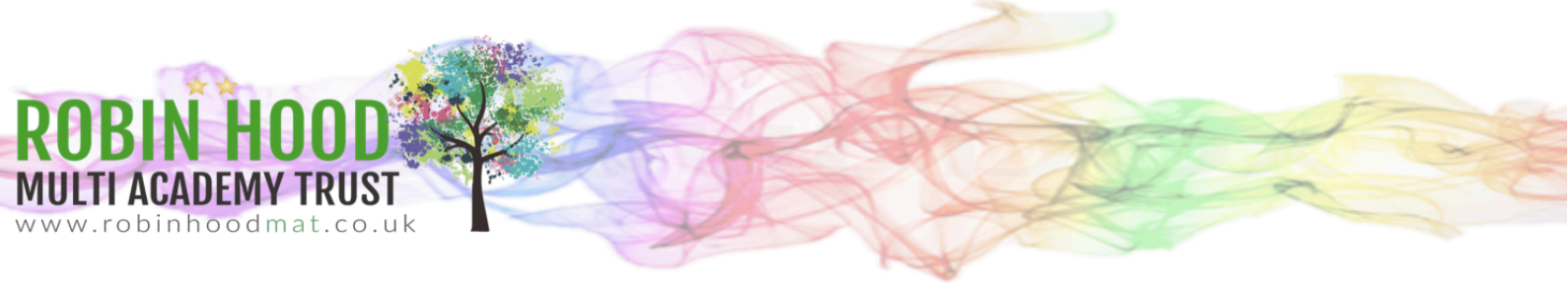
<b>POST:</b>	<b>Site Manager</b>
RESPONSIBLE TO:	Head Teacher (Line Manager – Direct) MAT Estates Manager (Strategic Line Manager)
RESPONSIBLE FOR:	Providing a strategic overview and management of the school premises, site and associated facilities
SALARY:	Grade 4 SCP23-31 (£32,076- £39,186)
LOCATION:	Cedars Academy and potential further opportunities in schools across the Trust (Birmingham/Solihull).
WORKING PATTERN:	Full time (36.5 hours a week), 30 days holiday per year (increasing with time in role) Split shift / flexible work pattern to meet the demands of the role.
DISCLOSURE LEVEL:	Enhanced DBS

### 1. Job Purpose

- 1.1 To be responsible for the strategic overview and management of the school premises, site and associated facilities
- 1.2 To manage other site staff including the allocation and monitoring of work and performance appraisal
- 1.3 To monitor the work of external contractors on site

### 2. Key Responsibilities

- 2.1 Security
  - 2.1.1 To ensure and improve the security systems for of the premises and its contents both when the buildings are in use and when

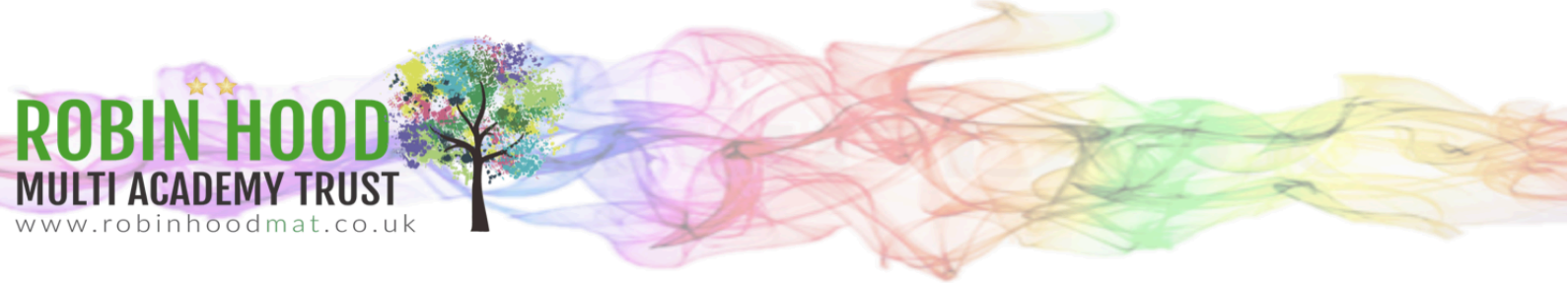


closed (including the operation of shutters and the fire and burglar alarm systems and main key holder responsibilities)

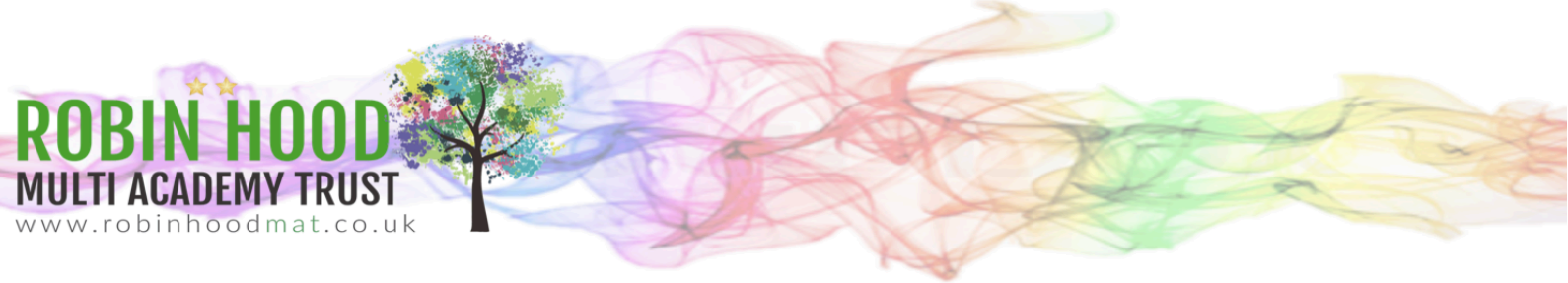
- 2.1.2 To be the principal key holder and to be responsible for all key holder duties including the routine and non-routine opening of the premises and grounds and arranging for cover during holidays
- 2.1.3 To attend the building outside of normal working hours in the event of an emergency break in or intruder situation and to take appropriate action including, where possible, making premises secure
- 2.1.4 To be familiar with procedures as laid down by the Trust (and the Governing Body) of the establishment as they relate to fire, flood, breaking and entering, major damage or incident and to react accordingly by providing safe access and exit to the premises
- 2.1.5 To be responsible for the security and the cleanliness of the boiler houses, store rooms, and other external buildings/areas
- 2.1.6 To report any unusual occurrence to the appropriate emergency or other services and inform officers/members of staff as appropriate
- 2.1.7 Responsible for the security of the site and checks of the building outside school hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls

## 2.2 Maintenance

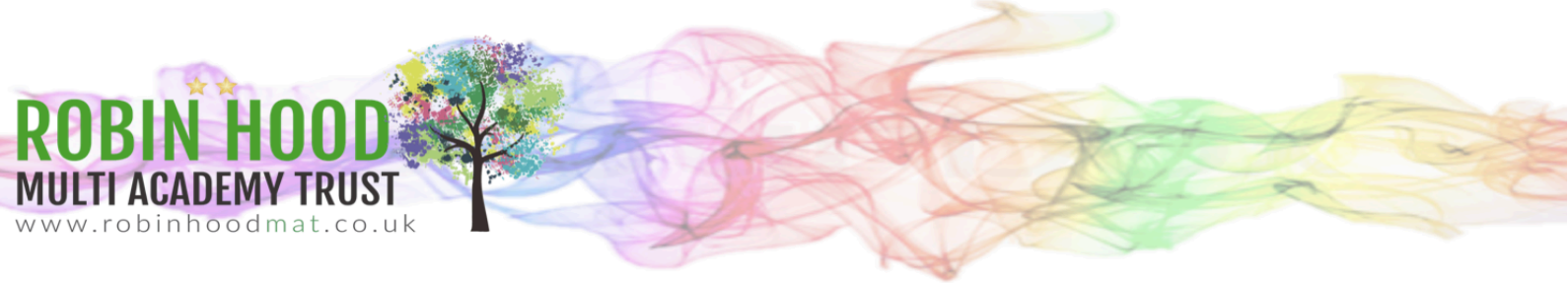
- 2.2.1 To operate a healthy and safe working environment in accordance with the Health and Safety at Work Act Etc 1974 and other statutory legislation and duty, and to ensure that declared policies are adhered to
- 2.2.2 Maintain the Asbestos Management Plan and Visual Monitoring.
- 2.2.3 Complete and maintain statutory checks on the EVERY (or other database)



- 2.2.4 To be responsible for all operational duties relating to the lighting and heating of the premises and grounds lighting
- 2.2.5 To monitor the conditions of the school fabric and to be responsible on a day-to-day basis for approved and agreed repair and maintenance work and to ensure that repair and maintenance needs are recorded, discussed with Headteacher and if appropriate actioned.
- 2.2.6 Inspect and ensure that all external play equipment is safe to use and maintained in a safe condition.
- 2.2.7 Ensure that common use equipment (e.g. chairs and tables etc) are checked half termly to maintain them in a safe use condition. All equipment should be stored appropriately.
- 2.2.8 Maintain a ladder register and termly inspection of any working at height platforms (ladders, kick steps, stepladders etc)
- 2.2.9 To be the point of contact for all building and site contractors and agencies. Ensuring their compliance and provision of Risk Assessment, DBS, Insurance whilst on site and monitor their standard of work and Safety compliance
- 2.2.10 To ensure the risk management systems are in operation and effective
- 2.2.11 To be responsible for the servicing for the building's plant and fire monitoring systems and CCTV
- 2.2.12 To ensure that all hard playing areas and paths are free from litter/Debris and all drains, gullies and gutters are free-flowing and clean
- 2.2.13 To check that the premises are up to the legal Minimum/agreed temperature by the designated time and that adequate hot water is available and appropriate action to be taken, including monitoring where necessary
- 2.2.14 During higher temperatures to ensure that classrooms etc are ventilated (windows open, Fans, air conditioning are strategically placed and operating)



- 2.2.15 Ensure that the school is safe and accessible during an following inclement weather (Snow, Heavy Rain/Strong winds)
  - 2.2.16 Ensure that the site is checked for tree damage etc. following inclement weather.
  - 2.2.17 To empty on-site litter, clinical and general waste and recycling bins and replace liners as appropriate and to inspect and replenish soap, toilet paper, and paper towels as required
  - 2.2.18 To carry out repairs of a minor nature which do not require specialist knowledge both inside and outside the building
  - 2.2.19 To ensure that there is safe and secure access to all areas of the school building
  - 2.2.20 To assist the Headteacher and the Estates Manager in the compliance with the Control of Substances Hazardous to Health Regulations 1988 (COSHH). By setting up and maintaining a COSHH assessment file ensuring it is regularly reviewed, and any substances brought for their use on site have been approved by the Head Teacher and have the relevant MSDS and are assessed and the File updated accordingly
  - 2.2.21 To be responsible for all operational duties relating to the cleaning of the premises and grounds [optional]
  - 2.2.22 To safely maintain all cleaning materials and stock
- 2.3 Resources
- 2.3.1 Make suggestions to the Head teacher on matters relating to energy control and conservation
  - 2.3.2 Maintain records, information, data as appropriate and meter readings.
  - 2.3.3 Undertake safety audits of the premises including (carry out and assist with) risk assessments
  - 2.3.4 Ensure timely and accurate preparation and use of specialist equipment/resources/materials



2.3.5 Ensure lights and other equipment are switched off/on as appropriate

## 2.4 Organisation and Supervision

2.4.1 Ensure satisfactory receipt and distribution, collection and despatch of premises related goods to and from the school

2.4.2 Organise and participate in the movement of furniture and equipment within the building

2.4.3 Direct/supervise other site staff as designated

2.4.4 Monitor and Liaise with Contractor Cleaning and catering staff where applicable

2.4.5 Organise the use and maintenance of school vehicles and to arrange servicing as required by Head teacher

2.4.6 Ensure any rectification Surveys/Audits carried out (Fire Risk Assessment/Condition Surveys/EHO Reports/External Safety Audits) are implemented where required.

2.4.7 Supervise/Organise and assist the school cleaning staff

## 2.5 Standard Duties

2.5.1 To actively promote the equalities and diversity agenda in the workplace and in service delivery

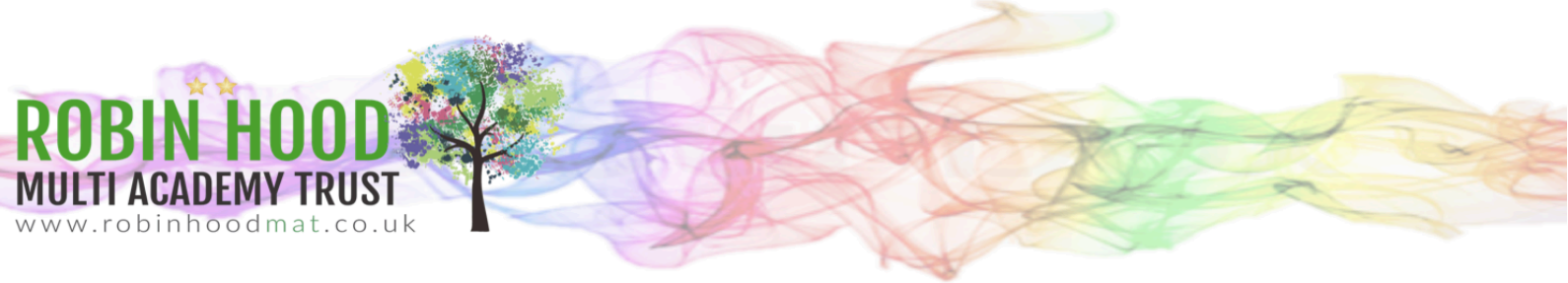
2.5.2 To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, and reporting all concerns to an appropriate person

2.5.3 Attend training courses as required

2.5.4 Promote and ensure the health and safety of pupils, staff and visitors at all times

2.5.5 To participate in self-improvement in performance through workplace development

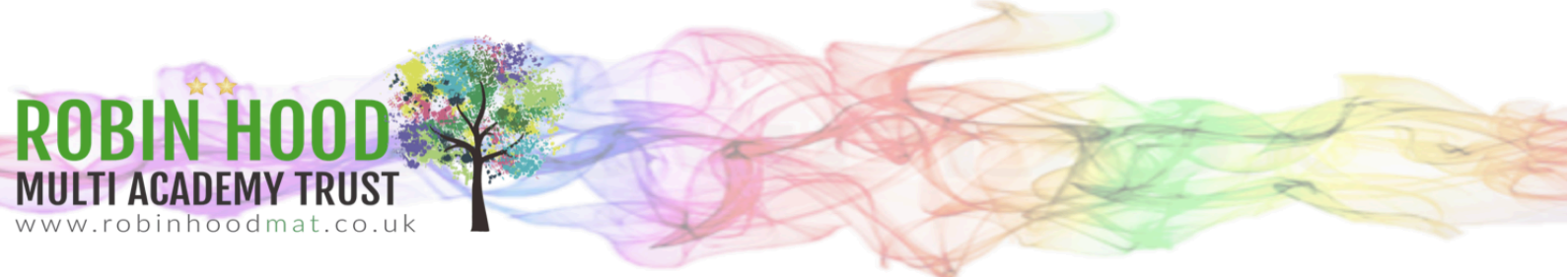
2.5.6 Although based at a specific site. Site Managers may be deployed to assist/cover other sites in the MAT.



- 2.5.7 To attend relevant meetings as required (e.g. Governing Body, MAT networks).
- 2.5.8 Treat all users of the school with courtesy and consideration and present a positive personal image which will contribute to a welcoming school environment
- 2.5.9 Undertake any additional duties commensurate with the grade of the post
- 2.6 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.7 To ensure all tasks are carried out with due regard to Health and Safety
- 2.8 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.9 To adhere to the ethos of the school/trust
  - 2.9.1 To promote the agreed vision and aims of the school
  - 2.9.2 To set an example of personal integrity and professionalism
  - 2.9.3 Attendance at appropriate staff meetings and parents evenings
- 2.10 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### **3. Supervision Received**

- 3.1 Supervising Officer's Job Title: Line Manager – Head Teacher
- 3.2 Level of supervision:
  - 1. Regularly supervised with work checked by supervisor
  - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
  - 3. Plan own work to ensure the meeting of defined objectives



**4. Special Conditions**

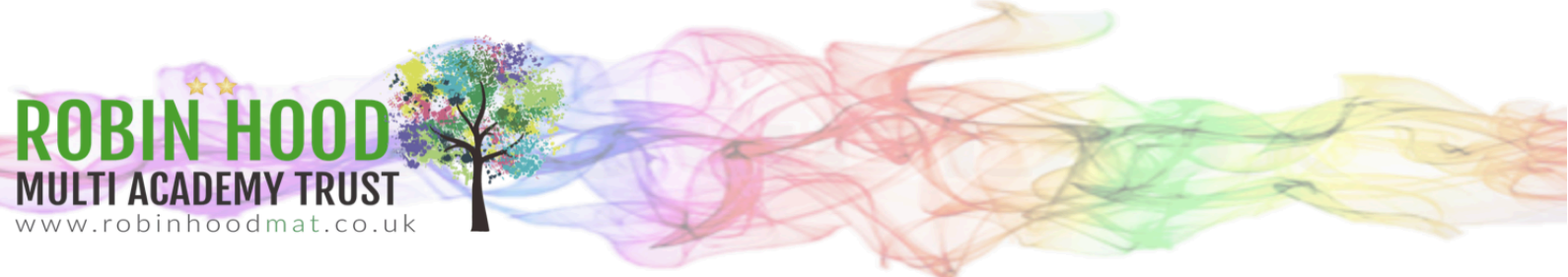
4.1 None

**Person Specification**

**Method of Assessment (MOA)**

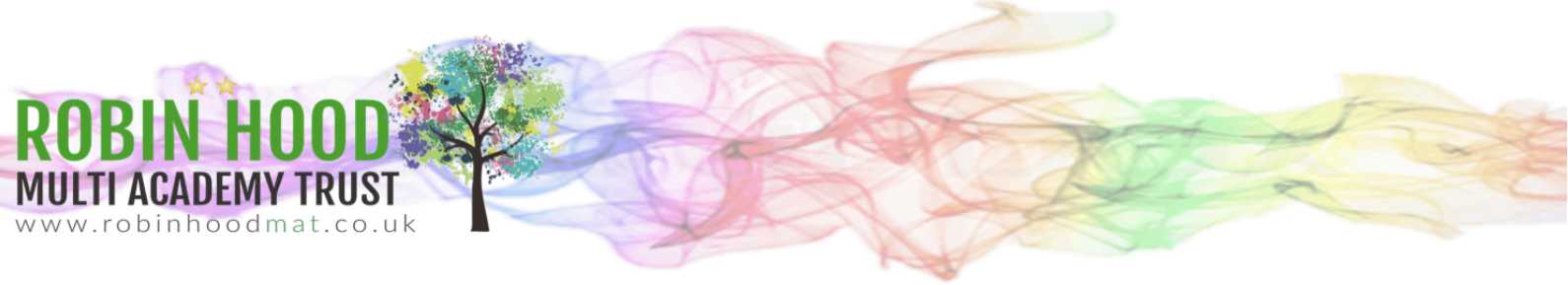
AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C/T
<b>Experience</b> Relevant work and other experience	Significant relevant experience	AF/I
	Previous experience of supervising staff	AF/I
	Previous experience in a school	AF/I
	Previous experience managing a budget	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills,	<b>*Delete if not applicable</b>	AF/I
	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	AF/I



<p>dealing with the public etc.</p>	<p>Ability to undertake administrative tasks including budget monitoring</p> <p>Knowledge of COSHH</p> <p>Ability to undertake a range of maintenance tasks</p> <p>Good interpersonal skills</p> <p>Good organisational skills</p> <p>Ability to present straightforward reports</p> <p>Ability to prioritise own workload and that of cleaning and caretaking staff, as appropriate</p> <p>Ability to lead and motivate a team effectively</p> <p>Ability to work on own initiative and make decisions</p> <p>Ability to work under pressure</p> <p>Ability to develop good working relationships with staff pupils visitors and all users of the school site</p> <p>Ability to work without supervision</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><b>Training</b></p>	<p>Willingness to undertake further training as appropriate</p>	<p>AF/I</p>
<p><b>Other</b></p>	<p>Ability to undertake manual work and to perform tasks included in the job description</p> <p>Availability for call-out duties (e.g. to respond to alarms)</p> <p>Willingness to wear protective clothing as supplied</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>





All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery