

## **Job Description**

<b>Job Title:</b>	<b>Site Manager</b>
<b>Reporting to:</b>	Head of School
<b>Location:</b>	<b>Oakwood Primary Academy</b>
<b>Type of position:</b>	Permanent – Full Time
<b>Pay Grade</b>	Single Status Grade 6 (£18,212 to £19,339)

### **Purpose of the job:**

- To be responsible for all matters relating to the satisfactory continuous operation of the school's building, grounds and equipment and ensuring that a high quality site service is provided at all times.

### **Specific Duties:**

#### **General**

- To advise the school Senior Leadership Team on matters relating to site and buildings and promptly highlighting any issues that affect the safe operation of the school
- To actively support the use of the site, buildings and related resources by the community
- Maintain confidentiality with regard to all school activities and interests

#### **Building Developments/Asset Management Plan**

- To liaise with contractors on all works, ensuring that any disruption to the continuous operation of the school is minimised without delaying any required works
- To assist in the preparation of capital grant claims as required
- To assist in the preparation of an Asset Management Plan

#### **Managing the Premises Budget**

- To prepare and maintain a premises expenditure budget, in association with the Finance Manager and the Trust Financial Director.
- To ensure school procurement policies are followed in the purchase of all goods and services and supplier invoices signed off to confirm satisfactory receipt of goods and services, with the necessary documentation being passed to the Finance Manager in good time.
- To receive, manage, including checking for any damage or omissions and signing off Delivery Notes, for all deliveries to the school

## **Site Maintenance & Security**

- To ensure that the site, both internally and externally, is kept clean and well maintained as necessary, with all debris and litter regularly removed from school grounds.
- To ensure that the cleaning at the school site is of a high standard – overseeing cleaning staff / contracted staff and undertaking cleaning duties as required. To ensure that all relevant cleaning material stocks/equipment are fit for purpose.
- Be a Key holder for the school site and respond to alarm call-outs when fire and/or security alarms are triggered
- Devise and manage the school building preventative maintenance programme
- Ensure that any reactive maintenance, following notification of repairs, refurbishment and/or maintenance requires is promptly actioned and the issue quickly resolved
- Ensure that the school site is maintained to a high standard, so that pupils have equality of access to opportunities to learn and develop, and that working with the SLT, community access and use of the site and buildings meets requirements of the Equality Act 2010 and Disability Discrimination Act and related best practice
- Manage the work of (on a day to day basis) and support the personal development of any additional premises and/or cleaning staff that may be recruited from time to time
- Liaise with any outsourced service providers to the school, including catering, cleaning, building maintenance, grounds maintenance, utilities etc. to ensure a high quality service provision is received by the school
- To manage the building management controls systems to minimise energy usage at all times. To obtain meter readings to manage energy usage, including month end
- Support the school by ensuring that furniture, fittings and equipment are in the correct location in good time to support teaching and learning
- To maintain an annual asset register of all furniture/equipment held on site (notifying and receiving authorisation from the Head of Finance of any potential 'write-offs' of equipment or furniture prior to the removal of the asset from the register)

## **Health & Safety**

- To oversee Health & Safety within the school and ensure the required Risk Assessments are carried out in good time, in the required manner, by the appropriate member of staff
- To ensure that the necessary Health & Safety certifications, testing and evidence of adherence to *legal* requirements e.g. COSH, PAT testing, Legionella testing, Fire Safety, Emergency Lighting etc are maintained
- Ensure that the site is secure and well maintained at all times

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- Assist in the preparation and support the maintenance of site related policies, including site access plans, premises evacuation etc
- Constantly impart adherence to a good health & safety culture
- Ensure that First Aid supplies are always well stocked and in order

### **Person Specification**

- Good numeracy, literacy, IT and communication skills
- Willingness to undertake induction training
- Willingness to participate in ongoing training relating to the role
- Willingness to gain first aid certificate (if applicable)
- Knowledge and use of moving and handling procedures including for heavy objects
- Ability to work as part of a team
- Ability to work in accordance with the school's health and safety policies and standard safe working practice for premises staff
- Ability to work to deadlines
- Ability to work on own initiative
- Ability to undertake general building maintenance
- Ability to demonstrate a practical approach to problem solving
- Ability to communicate well with adults and students
- Ability to respond calmly to emergencies
- Ability to be flexible with regards to the hours of the working day (with regards to access to the building)

This list is not exhaustive and is subject to change to meet the needs of the Academy's development plans.