



JOB DESCRIPTION

Job Title	Site Manager
Band/Job Group	Band E - ECS339
Hours/Weeks	37 hours per week, 52 weeks per year
Special Conditions	Leave to be taken in academy holidays
Academy	Ocker Hill Academy
Responsible to	Principal, Business Manager

This Job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary

The Site Manager is responsible for;

- Improvement, maintenance and cleanliness for the academy buildings and grounds
- Ensuring that the building, site facilities are available for academy use and other users, whenever they are needed
- Supervision of members of the cleaning staff
- Working with the Business Manager to manage health and safety of site

Additional duties and responsibilities

1. The efficient operation of the academy site in accordance with the Authority's policies where adopted, the individual site policies, and in particular those relating to Health and Safety at Work Legislation.
2. Ensuring that the buildings are ready for occupation at agreed times
 - heating, lighting, furniture and cleanliness are of the standard agreed;
 - access is available as agreed;
 - to open and close buildings at agreed times during the day, initial inspection of site for vandalism or items requiring building maintenance;
 - Supervise lettings - liaising with Business Manager, Trustees, Principal/Assistant Principal;
 - Site security during the day and night;
 - Monitor CCTV system when necessary and liaise with external agencies responsible for maintenance and external monitoring.

3. Ensuring that buildings and site are secured and alarms are on as appropriate at the end of sessions:
 - windows and doors are locked
 - parts of the building not in use in the evenings are secured at the end of the session, gates and access points are secured between the end of lettings and sessions as agreed with the Business Manager/Principal

Repairs and Maintenance

4. Identifying necessary repairs and maintenance, and ensuring that all required repairs are carried out promptly and efficiently, to report problems to the Business Manager/Principal:
 - emergency action to minimise the effects from burst pipes, vandalism or fire damage, prior to repair or remedial work being undertaken by specialist agencies;
 - prepare information for reports to the Trustee meeting of the Behaviour and Safety Committee;
 - receive and collate reports of damage etc. from staff;
 - liaise with the Academy's Principal and also the Area Health and Safety Representative;
 - ordering and replacement of light bulbs and other fittings and supplies as required and the maintenance of appropriate records;
 - inspection of the site to identify building defects (service, repair, decoration) the initiation and progression of works orders and the maintenance of appropriate records;
 - termly visual checks of electrical appliances;
 - carry out repair/improvements where qualified to decorations, furniture, fabric and fittings where appropriate;
 - the removal of graffiti (excluding that requiring removal by specialists);
 - ensuring that fire alarms and fire fighting equipment is always ready for use and the maintenance of records of the servicing of fire fighting equipment;
 - inspection and checking of blockages in gutters, sink waste traps, toilet cleanliness, the cleaning of areas affected by body emissions which occur during normal academy hours.
 - manage maintenance/small repairs in line with agreed academy procedures

Building and Contracts

5. To be a recognised key holder.
6. Unlocking and securing of all premises, initial inspection of site for vandalism or items requiring building maintenance. Security of all windows, doors and gates. Switching on and off lights as appropriate.
7. In conjunction with the Business Manager ensure the care and maintenance of the academy's buildings, equipment and grounds to the standards required by the Academy Trust Board.

8. Monitoring the work of all contractors to ensure that work carried out is to the standard expected. Taking the necessary action if work is not completed satisfactorily. Advising the Principal/Business Manager of any anomalies that arise:

- discuss and identify with Business Manager minor building and decorating work to be done;
- liaise with all agencies on particular requirements relating to the building;
- carry out all liaison with contractors prior to work commencing and during the period of contract;
- ensure that contractors conform to health and safety standards to protect themselves and other site users;
- advise Business Manager when work has been completed satisfactorily so that invoices may be passed for payment;
- supervise/manage the whole process (liaise with Business Manager, acquire quotes, collate information for consideration by relevant Trustee Committee, etc).

Cleaning

9. To act as line manager for cleaning staff. Setting duties and monitoring performance of cleaning staff to ensure high standards of cleaning are maintained throughout the academy:
- working within the allocated budget the purchasing of cleaning materials and equipment, also the purchase of toilet rolls, soap and paper towels etc;
 - training staff in the use of electrical equipment (HASAW) cleaning chemicals (COSHH) and cleaning procedures to undertake all tasks;
 - the cleaning of the Focus Provision building
 - checking supplies in toilets during the day and the replenishing of soap, toilet rolls, paper towels, etc as required;

Grounds

10. Maintaining a safe, pleasant and litter free environment as far as is practicable:
- emptying external waste bins and collecting other litter;
 - snow clearance to main routes of access/egress (in conjunction with PAST Grounds Maintenance) and salt/grit treatment of icy paths. Ordering of adequate supplies of salt and grit;
 - liaison with Grounds Maintenance contractors and monitoring implementation of the grounds maintenance contract.
 - to help maintain planters, trees, hedges, flowers and academy allotment.

Energy

11. The monitoring of water and electricity consumption. Care and operation of the heating plant including reporting any defects. The general cleanliness and maintenance of the boiler house.
12. Support the Energy Conservation Lead, investigate and make recommendations on

energy conservation.

13. Such other duties as may be appropriate to achieve the objectives of the post with the post holder's salary grade, abilities and aptitudes, including use of new technology as required, including:
 - the receipt and portorage of light goods or materials;
 - setting out and clearing furniture for assembly and other functions as required;
 - removal of internal rubbish, cardboard boxes, large amounts of paper etc;
 - the use of ICT as required.

Health & Safety

14. To work with the Business Manager/Principal to maintain and review systems for dealing with Health and Safety issues etc – responsible for producing designated premise related risk assessments, liaising with SIPS and TU officers.
15. To be responsible for the induction of new cleaning staff.
16. To be responsible for updating the Health and Safety induction information for new cleaning staff as required.
17. To be responsible, in conjunction with the Business Manager/Principal, for upholding, and acting as a role model for, the Academy's Health and Safety Policy.

Other duties and responsibilities

18. It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
19. Such other duties as may be appropriate to achieve the objectives of the post in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
20. The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.



PERSONNEL SPECIFICATION

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Physical	<p>Job and Medical History from application form and reference. Performance on interview process.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p> <p>Must be physically fit to undertake the duties.</p>
Qualifications	Sound knowledge of Literacy and Numeracy.
Experience	<p>Relevant training/ experience in: supervising, monitoring and motivating staff. working with cleaning machinery and chemicals.</p> <p>Preferred experience of site management (not necessarily school based)</p>

Preferred Training	<p>COSHH CIEH – Level 3 Award in Health and Safety in the Workplace or equivalent Manual Lifting Asbestos Fire Safety Working at heights</p> <p>Candidates should be willing to undertake this training if not already trained.</p>
Preferred Special Knowledge	<p>Knowledge of cleaning materials in connection with COSHH Knowledge of fire safety Knowledge of DIY rules and regulations</p>
Circumstances	<p>Flexible working patterns Ability to work evenings and weekends</p>
Disposition	<p>Dependable To be able to work as part of a team or on your own Ability to motivate others Willing to learn</p>
Practical and Intellectual Skills	<p>Practical skills with regards to site improvements To be able to use machinery To be able to understand COSHH information</p>
Legal Requirements	<p>Enhanced DBS Check for Regulated Activity</p>