



JOB DESCRIPTION

Job Title:	Site Manager
Grade:	Scale 5, PT22 – PT 25 Average 42 hours per week, 44 hours per week during term time, 37 hours per week during school holidays In addition - some weekend work required and call outs
Job Location:	Academy within the Ascent Academies Trust
Responsible to:	Facilities Manager

Purpose

- To manage the site, equipment and amenities of the Academy, with responsibility for caretaking, building management, transport and line management of site staff including cleaners (where applicable).
- To support the maintenance and development of the site, supporting and directing the site team as and when required (where applicable).
- Liaise with outside agencies related to site maintenance and development under the direction of the Head of Academy and Facilities Manager.

Principal Responsibilities

- To ensure that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site facilities.
- To ensure the security of the premises in accordance with the specifications of the Head of Academy
- To ensure the lighting and heating of premises in accordance with the specifications of the Head of Academy.
- Ensure that the premises are open for use both during school hours and any extended provision, and ensure the security of the building at the end of occupancy.
- Manage the cleaning programme for the whole academy building in accordance with the specifications of the Head of Academy.
- Produce and manage a yearly plan outlining structural maintenance, repairs, grounds maintenance, alterations/improvements, site cleaning and servicing requirements.
- To liaise with outside agencies, for example contractors, suppliers and service providers, ensuring records and certifications are maintained.
- Liaise with outside agencies to facilitate the use of academy premises.
- Promote the use of the premises and facilities with outside agencies to generate income for the academy
- Maintain the Academy's vehicles, including undertaking daily safety checks and organising the necessary servicing and maintenance

Main Duties

Security

- Undertake the overall responsibility as first key holder for the site. Ensure the key holders' rota is shared with all relevant bodies both within academy and within the Local Authority. Be the main point of contact to undertake associated call out duties (if the LA or Police are unable to follow or contact designated person on the published staff rota).

- Monitor on-site traffic, when required, reporting any issues as necessary to academy management.
- Undertake the overall responsibility for the security of the building, its contents and the site including patrolling the academy and grounds, opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems are activated accordingly
- Request unknown persons on site to furnish proof of identity to prevent trespassing on premises, referring to the Head of Academy and the police where necessary; where appropriate, to prevent unauthorised parking on the academy site.
- Ensure that the CCTV system is functioning correctly. Ensure that recordings are stored in accordance the appropriate policies and procedures.
- Maintain contracts and records with contractors for example: servicing and testing the panic, intruder, fire and CCTV systems.

Health and Safety

- To attend appropriate 'Health and Safety' training courses when requested.
- Maintain inspection logs for equipment e.g. step ladders.
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways.
- When on site ensure that areas involved with "sickness or any other bodily fluid" are cleaned immediately and disinfected within a reasonable time scale, and ensure that cleaning staff are aware to carry out deep cleaning.
- Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use.
- When purchasing materials ensure that the manufacturer or supplier submits a safety data sheet. Ensure a completed COSHH assessment request form is then submitted to Corporate Health and Safety Team. Maintain the COSHH register in compliance with health and safety policy
- Ensure that assessments of all chemicals are requested and that safer alternatives are used when recommended.
- Control, monitoring, ordering and safe storage of cleaning materials and supplies.
- Undertake the roll of SAMO (Site Asbestos Management Officer) ensuring the SAMO's register is kept up to date in accordance with asbestos and health and safety policy
- To undergo monthly inspection of the site and report any changes in the conditions to the Head of Academy and Facilities Manager
- Manage the site hydrotherapy pool water procedure (if applicable), including the production, implementation and updating of the site normal operating procedures and emergency action plan in line with health and safety swimming pool management guidelines.
- Check water temperatures and make records on a weekly basis. Manage the site legionella procedures, including the control, prevention and accrument of testing requirements from outside agencies as required by health and safety policy.
- Manage the academy fire and emergency plan including testing, record keeping and the updating of the site fire risk assessment in conjunction with the site health and safety designated person, the fire safety officer and in accordance with health and safety policy
- Assist in fire drills once per term.
- To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.
- To carry out first line repairs and maintenance where requested.
- Facilitate SLA's for maintenance and safety inspections as required.

Assessments

- To act on surveying assessments for electrical, mechanical and structural surveys prioritising areas within the reports that have been identified.

- To carry out a risk assessment of the building(s) and grounds, identifying areas that could potentially cause a risk or accident.
- Make regular inspections of the premises and draw to the attention of the Head of Academy any repairs or maintenance work required at the site.

Personal Responsibilities

- Be responsible for the correct maintenance of all specified floors as appropriate, including application of floor seals where not covered by contract cleaning specifications
- Ensure the cleaning of all light fittings and diffusers where necessary, using appropriate climbing equipment and arrange for collection of safe disposal of all old florescent light tubes.
- Ensure that adequate supplies of products (e.g. light bulb/florescent tubes, cleaning materials, toilet rolls, hand towels etc) are available
- Ensure that the premises / site is available for out of school activities on evenings and at weekends, including the setting up of equipment and / or furniture as required and securing the premises after use.
- Carry out authorised procedures in the event of a fire, flood, breaking and entering, accident or major damage.
- Liaise with outside agencies including contractors, keeping records of all meetings and telephone calls.
- Exercise judgement in assessing and carrying out minor repairs.
- Work and co-ordinate with site staff, cleaning staff and contractors during the academy holidays to undertake 'deep' cleaning of site, for example stripping and varnishing designated floors, cleaning of all inside windows within specified cleaning areas and all ground floor external windows and associated paintwork.
- In conjunction with the asset management file, maintain the premises file and ensure it is kept correct and updated.

Heating Systems

- Inspection of Boiler Plant twice daily to ensure boiler equipment is in sound working order.
- Ensure the changing of all filters on a termly basis.
- Monitor readings of electricity, gas and water meters on a weekly basis and record.

Grounds Maintenance

- Manage the grounds maintenance contract, ensuring contractors fully comply with site health and safety and wellbeing requirements, contract specifications are monitored and undertaken to the required standard.
- Ensure that external litter bins are emptied frequently and the site is kept clear of litter and animal excrement.
- Snow clearing and gritting of all essential paths as required.
- Ensure that all hard playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean. Reporting any blockages to the Head of Academy.

Transport

- Maintain the Academy's vehicles. Ensure daily safety checks are completed on all vehicles and logged
- Organise and arrange the necessary servicing and maintenance of all vehicles
- Ensure all vehicles are legally compliant for use, including tax, MOT etc

Finances

- Be responsible for the purchasing of goods and services in line with Academy finance policy.
- To be responsible for the purchasing of smaller items and materials and obtaining receipt for VAT purposes.

- Responsible for holding a purchasing card for smaller purchases, in line with financial and procurement procedures.

Other Duties

- Be responsible for the safe portorage of goods and materials and movement of furniture and equipment as required. Accepting delivery of goods and materials for distribution and storage.
- Ensure the satisfactory operation of the swimming pool and surrounding areas, including the monitoring, analysis and recording of water conditions. Heating and air quality comply with current legislation.
- Organise the disposal off site of rubbish and broken equipment
- Reporting to the senior leadership team any malicious internal/external vandalism.
- In consultation with Head of Academy, applying for various planning permissions on behalf of the academy.
- Project manage alterations and improvements on the academy site under the guidance of the Head of Academy.
- Undertaking reasonable tasks as required by the Head of Academy in relation to the building and site.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.

The post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Policies.

The post holder must comply with the Trust's Health and Safety policy, rules and regulations and with Health and Safety legislation.

Author: Mick Little
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