

JOB PROFILE

POST TITLE: Senior Site Manager

RESPONSIBLE TO: Estates Manager

PURPOSE: To ensure the effective security and operation of the school premises and site. To work as part of the site team to ensure that the whole school is safe, clean and welcoming for pupils, staff and visitors.

HOURS: 37hrs / Full Year / shift pattern : Variable

GRADE: OP7, Grade A SCP 12-14 - £26,421 - £27,334 : £13.69/hr - £14.17/hr

Main Responsibilities and Accountabilities:

- Acting as the main Health & Safety Officer for the school, ensuring a safe working and learning environment in accordance with relevant legislation.
- Line management of the Site Team. Ensuring continual coverage within specific times during both term time and school holidays. Carrying out performance management and ensuring that staff receive appropriate and adequate training. Ensuring effective and efficient deployment of staff.
- Responsibility for ensuring the security of the site and buildings both in term time and school holidays.
- Ensuring the maintenance of the site, including:
 - Organising minor structural repairs and decoration that can be done in-house.
 - Keeping fixtures, fittings and furniture in a good state of repair.
 - Maintaining a rolling programme of decoration and refurbishment.
 - Controlling litter, and disposal of rubbish and redundant equipment.
- Ensuring that the servicing of equipment such as heating, lighting, air-conditioning and alarm systems are carried out on a regular basis in liaison with the Central services team.
- Acting as budget holder for those areas of delegated responsibility, such as Repairs and Maintenance, Health and Safety, Furniture and Fittings. Ensuring that all expenditure is within budget limits, that all purchasing is in accordance with the best value guidelines and regularly reviewed, and that all necessary procedures are followed before any commitments are made. Maintaining all paperwork connected with these areas.
- Inputting into the school's Asset Management Plan.
- Ensure the School Minibus is maintained accordingly.
- Keeping up to date with changes in legislation, (especially Health & Safety) and best practice in facilities management.
- Ensure that the sites accident reporting is up to date and all staff have received relevant training

- Preparing the site for major events, including Open Evening, Awards Evenings etc.
- Carry out emergency maintenance outside normal working hours as directed and as necessary including treatment of pathways and steps with salt, grit and sand during periods of ice and snow.
- Have detailed plans in place for preventative site maintenance including identifying areas of need and updating the schools planned maintenance records in conjunction with the Estates manager.
- After school lettings, ensuring that equipment is set out and cleared away and that the buildings are secure.
- Direct cleaning Team with regard to schedule of works that may impact on the cleaning team.

General

- To contribute to and uphold the overall vision and ethos of South Cumbria Multi Academy Trust.
- To attend meetings within the School/Trust, and external events as required.
- To be aware of, comply with and to promote equal opportunities and all School/Trust policies at all times.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of School/Trust-related matters and to prevent disclosure of confidential and sensitive information.
- To comply with all of the School's/Trust's safeguarding requirements.

This list is not exhaustive and may be amended. The role may include other reasonable tasks or responsibilities as directed by the Head Teacher.

PERSON SPECIFICATION
POST: SENIOR SITE MANAGER : CHETWYNDE SCHOOL

QUALIFICATIONS AND TRAINING	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
NVQ Level 3 or 4 or equivalent or knowledge in the relevant work area to understand, plan and control work situations.	E	A
Evidence of continued professional development.	D	A
KNOWLEDGE AND EXPERIENCE	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
Knowledge of Health and Safety and related procedures and policies and how they apply to the work area.	E	A/R/S
Good knowledge of the work methods in the area and able to address and resolve problems effectively.	E	A/R/S
Thorough understanding of the rules and regulations applicable to the service.	E	A/R/S
Experience of supervising staff and work allocation.	E	A/R/S
Working knowledge of materials/equipment used in the work situations by the teams, their safe use and application circumstances.	E	A/R/S
Planning and financial management capability to prepare work programmes and control expenditure.	D	A/S
SKILLS AND ABILITIES	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
Able to work constructively as part of a team.	E	A/R/S
Effective use of ICT.	E	A/S
Effective time management skills	E	S
Excellent oral and written communication	E	A/R/S
Proven ability to work in a fast-paced environment and deliver to specific deadlines	E	A/R/S
Ability to maintain confidentiality.	E	A/R/S

CHARACTERISTICS	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
Professional but friendly and approachable manner	E	S
Flexible and have the ability to respond to changing or unforeseen circumstances.	E	S
Diligent, conscientious and proactive	E	R/S
Resilient and committed	E	R/S
Must be hands on and prepared to get involved in all areas	E	S
A self-motivated team player, with a can-do attitude and a sense of humour.	E	S

A: Application

R: Reference

S: Selection Process