

Site Manager

Post Title: Full-Time Site Manager

Salary: Bexley 07 (1-4)

Contractual Hours: 36 hours per week

Responsible to: Principal

JOB DESCRIPTION

Main purpose of the job

As part of our energetic and welcoming team, you will enthuse and motivate staff and students to strive for success while maintaining a healthy learning environment for all children within the school. We are looking for someone who will reinforce and uphold the vision, values, mission, ethos and strategic aims of the Academy and adhere to the agreed policies and practice of the Academy.

Main Duties and Responsibilities

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

- Carry out security operations including locking and unlocking, alarms, fire, flood, breaking and entering, trespass and procedures
- Ensure that the premises, furnishings and site are clean and safe in accordance with specifications including managing the cleaning materials budget, cleaning specified areas, maintaining cleaning equipment and overseeing the work of contractors or directly employed cleaners
- Operate the heating system, organising appropriate maintenance and ensuring its safety at all times
- Move stores, furniture, milk, laundry and rubbish etc.
- Make minor or temporary repairs to furniture, fabric, and equipment, arrange other repair requirements, direct contractors, and log all repairs
- Deal with contracts associated with the maintenance of buildings, grounds, electrical, P.E., fire fighting, security equipment and the purchase of supplies, including documentation, reports to Governors and liaising with Local Authority (where appropriate) and consultancy staff
- Responsible for lettings including enquiries, bookings, payments, caretaking cover, damage and maintaining a high profile during events

- Submit and check timesheets of directly employed cleaners
- Ensure that Health and Safety procedures are followed and accurate and organised records are kept of all checks
- Ensure that the premises and grounds are maintained in a safe and healthy condition including
 - the maintenance of fire and other safety equipment and monitoring of fire safety precautions
 - safe storage of potentially harmful substances and equipment
 - ensuring a litter free environment and salting and gritting when needed
- Liaise with outside agencies regarding major and minor works and improvements, managing closed periods to ensure works are achieved on time to budget
- Ensure the security of the whole premises including; building, grounds, learning equipment, heating plant etc.
- Nominated key holder
- Create, plan and implement the buildings plan ensuring sustainability for the future
- Carries out day to day operational duties
- Create documentation in terms of reports for the Principal, Trust Board or Trust Leadership Team
- Keep up to date with the latest developments in education through whichever means are appropriate
- Create a welcoming and stimulating learning environment through classroom organisation and display
- Be aware of and comply with the Trust's policies and procedures
- Demonstrate a strong commitment to safeguarding policies and practice in school

Person Specification

Criteria	Essential P where relevant	Desirable P where relevant
Education/Qualifications: General level of education NVQ qualifications relating to site manager / caretaker responsibilities	✓ ✓	

<p>Professional knowledge, skills and competences:</p> <p>General level of maintenance skills</p> <p>General level of repair work including decorating</p> <p>A motivator and leader, inspiring confidence in staff and students that they can succeed and achieve their personal best.</p> <p>Working within a maintenance / cleaning budget</p> <p>Awareness of health and safety issues relating to a public building</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Experience:</p> <p>Keyholder with responsibility for securing buildings</p> <p>Carrying out risk assessments</p> <p>Line management of staff</p> <p>Experience in relation to managing resources within budget</p> <p>Dealing with and supervision of contractors</p> <p>Experience in an educational environment</p> <p>Working in an environment with adults and students</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Philosophy and commitment:</p> <p>An understanding of and commitment to comprehensive values and the inclusion agenda</p> <p>A belief that everyone can benefit from and has an entitlement to high quality educational opportunities</p> <p>A personal commitment to lifelong learning and continuous professional development</p> <p>Commitment to high standards, best value and continuous improvement</p> <p>A “can-do” approach and positive attitude to innovation and change</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Personal qualities:</p> <p>Attention to detail</p> <p>Leadership potential.</p> <p>Good interpersonal and motivational skills.</p> <p>Enthusiasm.</p> <p>Initiative and self-motivation.</p> <p>Flexibility, creativity and the ability to think laterally.</p> <p>Stamina and a capacity for hard work.</p> <p>Good time management skills.</p> <p>The ability to be reflective and self-critical.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	