



#### Job Description

JOB TITLE	Site Manager - Secondary School
JOB FAMILY	Facilities
PHASE	Central
PAY GRADE	Pay Group 5
REPORTING TO	Deputy Head of Estates (DHoE)
RESPONSIBLE FOR	Facilities Officers / Cleaners

#### Job Purpose

1. To manage the utilisation of the premises and associated facilities for both educational and allied usage across The Thinking Schools Academy Trust. To ensure that the premises are presented at all times in a secure, safe and well-maintained state.
2. To oversee maintenance programmes and monitor any associated budgets.
3. Work with the DHoE and Regional Technology Manager (RTM) to support capital developments.
4. Oversee and manage the cleaning to ensure the facilities are clean and tidy for all stakeholders.
5. Ensure that robust health and safety procedures are in place for all the Academy activities.
6. Secure value for money within contracts linked to the operation of the Academies.

#### Duties and Responsibilities

##### Main Duties

- Line manage the site team including Facilities Officers and Cleaners.
- Prioritise and allocate jobs to the site team using Topdesk.
- Provide oversight of general security and arrangements for locking and unlocking of all premises, responding to enquiries from individuals/visitors.
- Management of and participation in, as necessary, a shift system for out of hours' requirements.
- Ensure appropriate Facilities team cover is provided to schools in the event of planned and unplanned absence of Facilities staff.
- Monitor on-site contractors and associated budgets.
- Monitor and ensure the recording of regular checks on fire alarms, extinguishers, burglar alarms, residual current devices and visual checks of electrical fittings.



- Ensure that daily access to fire exits and equipment are available and free from obstruction.
- To liaise with the Head of Business and Operations and key stakeholders in school (e.g HT) on a regular basis.
- Organise plans and procedures for emergency situations and liaison with emergency services: number 1 key holder.
- Where applicable, maintain the minibus. A MIDAS minibus course provided by TSAT must be passed and be in date before driving the minibus.

#### **Maintenance**

- To oversee the annual maintenance plans and budget, including School Condition Fund, ensuring all Trust procurement policies are followed.
- To ensure that all service inspections are completed and are recorded in an effective way.
- To represent the Academy in contractor meetings linked to capital developments.
- To manage and monitor the issues raised on the Topdesk for the school site and ensure they are completed on a timely and solution-focused basis.
- Create and complete action plans relating to inspections, audits and surveys.
- Monitor and ensure maintenance of heating and boiler machinery and record and monitor use of energy.
- Monitor the maintenance and buildings budgets alongside the DHoE, ensuring that procurement guidelines are followed.

#### **Capital Development**

- Work with the DHoE to monitor capital projects taking place.
- Liaise with chief contractors and ensure minimal disruption to premises staff.

#### **Cleaning team oversight**

- Manage the cleaning of the premises, liaising with external contractors and ensuring that work is carried out to the satisfaction of the school.
- Oversee building cleaning standards to ensure that work is carried out in accordance with specifications and report findings.
- Ensure adequate stocks of facilities and cleaning supplies.

#### **Health & Safety**

- Manage the risk assessments and audits, including all safe systems of work and ACOP.
- To ensure all legal requirements are complied with linked to Health and Safety policy.
- Maintain COSHH register, Asbestos and Water Hygiene log books. Training will be



provided as necessary.

- Be willing to attend various Health & Safety training courses, or attain certificates via e-Learning, as directed by the DfE and regulated by the HSW Act 1974.

#### Generic Duties relevant to all members of Staff

Within the Trust, there are certain generic duties which are an expectation for all staff to adhere to and these include the following:

##### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims.

##### Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.
- Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead/ Headteacher.

##### Health and Safety

- Employees are required to work in compliance with the Trust’s Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

##### Data Protection

- The Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and



procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

#### **Sustainability**

- The Trust is committed to improving sustainability, therefore where possible the reduction of paper use is encouraged.
- The Trust also encourages employees to make sustainable decisions to support our aim to improve sustainability.

#### **ICT**

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### **Professional development**

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust.
- Actively participate in the Trust Professional Growth cycle.

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside of the Trust.
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community.
- Respect individual differences and cultural diversity and work in line with the Dignity at Work framework.

The post holder will be required to comply with organisation's policies and procedures.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the position.

I understand and agree to the job description of a Site Manager – Secondary School.

Name:

Signed:

Date: