

**Job Title:** Site Manager

**Reporting to:** Business Manager

**Grade:** 6

### **Overall Purpose of the Post**

The Site Manager will take a lead role for health and safety management across the academy. They will be responsible for the day-to-day operational management, safety, cleanliness and security of the academy site and ensuring that it is safe for all users

### **Main Duties and Responsibilities**

- Supervise the Facilities (Site Supervision and Cleaning) team and meet regularly with the Business Manager to ensure effective communication within the team.
- Distribute tasks within the Facilities team according to skill level and availability.
- Check site regularly (at least weekly) for any potential Health and Safety issues, taking corrective action where necessary.
- Keep accurate records for Fire safety checks.
- Keep accurate records of Water safety checks.
- Complete Risk Assessments in relation to any concerns on site and take any corrective actions where necessary.
- Undertake any other site related Health and Safety work as required.
- Maintain and manage a schedule of works to ensure that the site is kept operational. Prioritise work as appropriate.
- Ensure accurate records are kept of all work carried out and liaise with Business Manager or Principal over prioritising work to be done.
- Manage the academy minibuses and ensure that all checks have been undertaken.
- Be mindful of best value at all times and discuss funding issues with the Business Manager.
- Ensure that all works are carried out within the confines of allocated budgets.
- Monitor and check energy and water consumption to ensure efficiency.
- Ensure all contractors visiting the site, are fully inducted on health and safety procedures, relevant risk assessments and provided with the Asbestos register.
- Monitor cleanliness of site, internal and external, and ensure standards of cleanliness are met.

- Ensure the moving of school furniture is undertaken with due regard to current Health and Safety and Lifting and Handling regulations.
- Provide support for the site management and cleaning team where staffing shortages arise if needed.
- Manage all site related issues in the case of an emergency or site closure. Ensure that site is made accessible as quickly and efficiently as possible with minimum disruption to staff and students.
- Liaison with the Fire and Rescue Services in the event of a Fire or Emergency Evacuation.
- Carrying out security procedures for academy buildings and grounds.
- Opening and closing of the academy premises including gates, doors, windows, fire exits etc. for the purpose of the academy use, lettings, functions, maintenance and emergency services as required.
- Ensure the correct checking of alarms and fire equipment and emergency procedures.
- Oversee the building maintenance system and provide the Business Manager with recommended solutions to building issues.
- Deal or arrange to be dealt with any utility emergencies or disruptions, turning off the supply as appropriate.
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Manage the resolution of any minor repairs or work requiring external contractor intervention.
- Identify any major site requirements to the Business Manager and work with them and the Estates Director to resolve.
- To maintain confidentiality.
- To participate in training and other learning activities and performance development as required.
- Complying with instructions from the Principal concerning letting procedures and ensure lettings are carried out as per letting agreement and monitor the site to identify any breaches by hirers.
- Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to qualified heating engineer.
- Be responsible for implementing and recording a robust programme for the Portable Appliance Testing of all electrical (with the exception of ICT equipment) equipment in designated areas, ensuring Health and Safety legislation is followed.
- Be responsible for implementing and recording a robust risk management programme of Legionella, including risk assessment and testing/monitoring.
- Deal or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- Carry out minor repairs to academy equipment.
- Carry out minor works in order to improve the site.
- Attend appropriate training course as required.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.