Northern Education Trust – Job Description

Job Title:	Site Manager		
Base:	Red House Academy		
Reports to:	Business Manager	**Grade:**	SCP 14 -19
Service responsibility:		**Salary:**	£22,462 - £24,799 (FTE)
Additional:		**Term:**	37 hours per week, whole time

JOB PURPOSE

- The post holder is responsible for ensuring that the academy is well-maintained, safe and secure site for all users. The Site Manager will ensure high standards of site supervision and effective use of resources to enhance the learning environment for students and staff.

JOB SUMMARY

1. Supervise the Site team and meet regularly with the Business Manager to ensure effective communication within the team.
2. Distribute tasks within the Site team according to skill level and availability.
3. Check site regularly (at least weekly) for any potential Health and Safety issues, taking corrective action where necessary.
4. Keep accurate records for Fire Safety checks.
5. Keep accurate records of Water safety checks.
6. Complete risk assessments in relation to any concerns on site and take any corrective actions where necessary.
7. Undertake any other site related Health and Safety work as required.
8. Maintain and manage a schedule of works to ensure that the site is kept operational. Prioritise work as appropriate.
9. Ensure accurate records are kept of all work carried out and liaise with Business Manager or Principal over prioritising work to be done.
10. Manage the academy minibus procedures and ensuring that all checks have been undertaken.
11. Be mindful of best value at all times and discuss funding issues with the Finance Director of the Trust.

12. Ensure that all works are carried out within the confines of allocated budgets.
13. Monitor and check energy and water consumption to ensure efficiency.
14. Ensure all contractors visiting the site are fully inducted on health and safety procedures, relevant risk assessments and provided with asbestos register.
15. Monitor cleanliness of site, internal and external, and ensure standards of cleanliness are met.
16. Moving of academy furniture as required with due to regard to current Health and Safety and Listing and Handling regulations
17. 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.
18. Provide support for the site management and cleaning team where staffing shortages arise as needed.
19. Liaison with the Fire and Rescue Services in the event of a fire or emergency evacuation
20. Carrying out security procedures for academy buildings and grounds.
21. 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.
22. Regularly checking the proper operation of alarms and fire equipment, ensuring emergency exits are not obscured.
23. Complying with instructions from the Principal concerning letting procedures and carrying out as per letting agreement.
24. To give assistance to the hirer of the facilities hired. To ensure the functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities.
25. To ensure that where appropriate, the requirements of the licensing justices are met during any lettings.
26. Carry out as required any necessary cleaning of areas within the letting agreement.
27. Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements, report all defects to qualified heating engineer.
28. Maintain cleanliness and general tidiness of all external areas.
29. Empty litter bins on a daily basis, clean and clear all drains and gullies to ensure effectiveness and healthy operation
30. Inspect outside fabric of the academy, report and repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc.
31. Clear leaves, snow, ice, moss, and detritus as appropriate including treatment of surfaces with salt etc.
32. Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage.
33. To work in conjunction with the cleaning supervisor when appropriate
34. Deal or arrange to be dealt with all busts, leaks, floods, fires and breakages as appropriate.
35. Deal with or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.

36. Ensure access for emergency services, assist as necessary and secure premises as required.
37. Report all defects which require specialist repair, inspect electrical fittings, and report defects as required.
38. Replace lamps and domestic fuses as required
39. Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches as required.
40. Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate. Inform the Business Manager of items which may require ordering to enable completion of the above-mentioned works.
41. Be responsible for the supply and availability of all hygiene materials.
42. Remove graffiti etc.
43. Carry out minor repairs to academy equipment
44. Carry out minor works in order to improve the site.
45. Attend appropriate training courses as required.
46. To comply with the academies child safeguarding procedures, including regular liaison with the designated child safeguarding person over any safeguarding issues or concerns.
47. To comply with the academy's policies and procedures at all times.
48. 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 and external agency professionals.
Internal – Students, staff, Academy Councils, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.

GENERAL

1. To participate in wider Academy meetings and working groups as required.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …… Date: …….