



Role Outline – Site Manager (Bede Academy, Blyth)

The Site Manager has responsibility for the effective upkeep of the Academy buildings and grounds, ensuring the premises are maintained to the highest possible standard for safe use by all stakeholders of the Academy.

The Site Manager will be part of the ESF Facilities Team and will report to the Regional Facilities Manager (North).

Key duties and responsibilities

- Organisation and management of the Facilities, Cleaning and Security Teams
- Develop and maintain productive working relationships with key staff within the Trust and the Academy and attend meetings with key staff as required
- Provide both written and verbal reports as required
- Manage site staff
- Work with the group Compliance and Asset Manager to support the execution of the PPM schedule, ensuring all plant and equipment is maintained in accordance with the O&M's and legislation
- Update O&M manuals and keep up to date records of equipment certificates
- Manage and respond to Helpdesk requests in a professional and timely manner; setting the priorities
- Set up rooms to specification for internal and external lettings use
- Maintain the appearance of buildings and grounds, ensuring the removal of graffiti and litter
- Work with key stakeholders to actively manage and limit energy consumption utilising the BMS, energy meters and switching
- Obtain estimates and quotations from approved and appropriate contractors
- Ensure contractors are supervised and comply with relevant H&S and Safeguarding policies
- Maintain an inventory of the Academy assets utilising the on-line Asset Management System
- Assist in production of development plans and annual budgets
- Maintain and manage spend against agreed budgets
- Raise requisitions, verify and sign off invoices for works orders on a timely basis
- Liaise with the Academy Health and Safety Manager, and act as the professional lead for H&S matters relating to the Academy Site
- Ensure that H&S documentation and records relating to the Academy Site are maintained and compliant with the latest legislation
- Prepare for and attend Health and Safety Audits (both internal and external)
- Provide induction training to new staff in areas relating to the use of the Academy Site
- Write and manage risk assessments in relation to the buildings and site
- Additional duties of which you are capable and/or as reasonably requested as required under the direction of the Regional Facilities Manager and Projects and Facilities Director
- Flexible hours of working as required (dependant on school calendar and holiday periods)

N.B. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.



PERSON SPECIFICATION	D / E*
QUALIFICATIONS	
GCSE (or equivalent) Maths & English at grade 4 (C) or above	E
HNC in engineering discipline	D
Time served (Plumber/Joiner/Electrician)	D
Health and Safety certificate (NEBOSH / IOSH)	D
First Aid qualification	D
PROFESSIONAL SKILLS & EXPERIENCE	
Practical joinery/plumbing skills	D
Experience of managing a team and delivering and maintaining high performance	E
Experience of the processes which are linked to the Building Maintenance function	D
Knowledge of the operation of IT systems including Microsoft Office	E
Good problem-solving skills	E
Good communication skills, both written and orally	E
Good knowledge of facilities team roles	D
Good time management skills	E
ATTITUDES and ETHOS	
Aligned to our inclusive, future focused Christian ethos	E
Ability to keep calm and focussed in pressurised situations and work within restricted time scales	E
Demonstrable ability to respond positively to changing priorities	E
Demonstrable ability to work under own direction and as part of a team	E
Demonstrable commitment to culture of continuous improvement	E
Committed to accessing personal development and training as required	E
RELATIONSHIPS	
Demonstrable ability to maintain effective working relationships with and work collaboratively with colleagues at all levels	E
OTHER	
Self-motivated, resilient and tenacious	E
Enhanced DBS (Disclosure in Barring Service) check	E
Eligibility to work in the UK	E
UK Driving license and access to own car	E