

STEP Academy Trust

Works Programme Manager Role Profile and Person Specification

March 2018



Role Profile

Job Title:	Works Programme Manager
Grade Range:	Scale points 34 (£32,318) to 36 (£33,778).
Hours:	21 hours per week during term time (the days will be fixed but some flexibility may be required from time to time). 36 hours per week during non-term time See special conditions
Location:	Variable Will be based at an Academy but will need to travel to other Academies to cover absences, take part in special projects and provide training.
Reports to:	Director of Operational Services
Responsible for:	Assistant Caretaker and Cleaners when necessary
Role Purpose and Role Dimensions:	<p>Management of STEP Academy Trust Improvement Programme ensuring Capital (£300k) and large Revenue expenditure projects are delivered on time.</p> <p>Responsible for the fabric and grounds of the school. Liaising daily with the Head Teacher/Site Manager on caretaking issues, supervise the cleaners and the cleansing service of the school. Ensure the security of the academy premises. Maintaining any machinery or plant within the school. Maintaining the internal and external fabric of the academy premises as a safe working environment.</p> <p>Providing training and development to other Caretaking staff. Supporting special projects at different academy during school closure periods.</p> <p>Providing detailed advice to the academy management team on how improvements can be delivered whilst ensuring value for money.</p> <p>Responsible for managing the Property/Site Manager Apprentice Programme.</p> <p>Delivering Improvements to the internal and external areas of academy premises and estates.</p>

Commitment to Diversity:

As a member of the Academy Premises Team to take individual and collective professional responsibility for championing the Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Key External Contacts:

- Contractors and suppliers
- Facilities providers.
- Parents
- General public

Key Internal Contacts:

- Head of Premises and Estates
- Director of Operational Services
- Caretakers across the Trust
- Head teacher/ Site manager
- Cleaners
- Staff
- Pupils

Financial Dimensions:

- Ensuring capital funding and revenue expenditure is within budget
- Advising the Head Teacher of the cost of external providers and insuring that a proper procurement process is adhered to when purchasing goods and services
- Responsible for hand tools, equipment such as lawn mowers and other small machinery.

Special Conditions

The postholder must hold a driving licence and have access to a vehicle to travel between Academies. The postholder would be entitled to claim a Casual Car Allowance for journeys to other Academies in line with the Trust's policies.

No annual leave will be authorised during the summer holidays or Easter holidays when the postholder would be expected to support specific projects.

The postholder will be required to take one week's annual leave during the Christmas holidays when all Academies are closed.

A further week's holiday could be taken during school holiday periods (excluding summer and Easter) with all other leave taken during term time.

Key Areas for Decision Making:

- Use of external contractors or caretaking staff to deliver improvements.
- Ensure adequate cover is available during own or team members absence.
- Ensure that vital information such as cleaning rotas and site keys are available for staff as required.
- With the assistance of the Head Teacher select the provider for services for the academy following Best Value principles
- Training Caretaking staff from across the Trust

Key Accountabilities and Result Areas:

Key Elements:

Management and Supervision

This will involve:

- The Caretaker must ensure that contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Caretaker will report to the Head Teacher/Supervisor on any failure to meet the required cleaning standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- Planning and work allocation for other caretaking staff, and directly employed cleaners where required.
- Induction, training and instruction of other caretaking staff and cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required.
- Supervision of the Property/Site Management Apprentice.
- Planning and delivering a programme of training works to other caretaking staff to support their professional development and enhance their skills and abilities.
- Working with the Head of Premises and Estates to review and expand range of services that can be delivered internally.
- Supervision of caretaking/cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained.
- Authorising weekly time sheets for cleaners, and preparing claims for caretaking fees for lettings.
- Attend training courses where appropriate
- Occasional care and feeding of school pets during holiday times.
- Occasional watering of plants.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Security

This will involve:

- Open and close academy -to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services
- Consult with Head Teacher for cover arrangements for lettings and out of school hours' functions.
- Check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Liaison as necessary with emergency services including the calling of the services as appropriate.
- Report acts of vandalism to the Head Teacher where necessary.
- Internal mail courier duties as required by the Head Teacher.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Head Teacher, ensuring the safe use of the school site at all times.

Improvement Programme

This will involve:

- Estimate the quantity of materials required to deliver the improvements requested by the Headteacher
- Plan and where appropriate be actively involved in delivering the improvement project saving STEP money.

Heating

This will involve:

- Check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the appropriate maintenance contractor.
- Change filters as appropriate.

Energy Conservation

This will involve:

- In conjunction with the Head Teacher, implement all agreed policies.
- Reading, recording and reporting all meter readings as required by the Head Teacher and or Energy Conservation Officer.
- Liaison with the Energy Conservation Officer.
- Implement recommendations authorised by Head teacher.

Emergencies

This will involve:

- Cleaning sickness, etc and spillage's as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

Lettings

This will involve:

- Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required in accordance with the Trust's arrangements.

Internal Maintenance

This will involve:

- Ensuring Academy sites ahead to statutory requirements and internal expectations.
- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re: prevention of Legionella.
- Synchronise all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Head Teacher.
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.
- Remove or obscure all graffiti as required by the Head Teacher.

External Maintenance

This will involve:

- Ensuring Academy sites adhere to statutory requirements and internal expectations.
- To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with Head Teacher for the best method of removal.
- Maintenance of academy gardens including planting bulbs etc.
- Oversee regular cutting of grass.

School Cleaning

This will involve:

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Head Teacher.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- On direction from the Head Teacher, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major school activities, inclement weather problems, emergencies, building works, etc).
- In areas where the Caretaker undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Head Teacher.
- Daily disinfection of water fountains.

Person Specification

Job Title:

STEP Works Programme Manager

Essential knowledge:

An understanding of basic health & safety requirements. (a) (i)
To communicate clearly to all sections of the academy community both verbally and in writing. (i) (t)
Demonstrate knowledge of security methodology for both building and grounds without risk the health and safety of the academy community.(i)

Essential skills and abilities:

Pricing up work to ensure value of money when projects are programmed. (a) (t)
D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the school heating system.(a)
Ability to provide training to caretaking staff across the Trust. (i)
Literacy skills and ability to provide written guidance and training materials.(i)
Understanding of the principles of health & safety in a school environment including COSHE. (i)
Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload. (i)
Ability to adhere to working procedures and policies within the academy environment.(i)
Ability to operate as part of a team or individually as required.(a)
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post. (i)
Ability to carry out a range of administrative tasks, including stock-taking and ordering. (i)
Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the academy.(a)

Essential experience:

Experience of current cleaning materials/methods/appliances and monitor the quality of work undertaken by the school cleaning staff. (i)
Coordinating the work of contractors and other staff to ensure successful delivery of improvement projects. (a) (i)

Special conditions:

Take part in the academy's performance management system. (a)
Enhanced DBS Check (a)
Driving license and access to a vehicle to enable efficient travel between Academies. (a)

(a) Application

(i) Interview

(t) test