



Role Profile

Job Title:	Associate Multi Academy Site Manager
Grade Range:	Grade 7 single status point scale 18 (£21,702)
Hours:	Full Time
Location:	Hailsham East Sussex
Reports to:	Multi-Site Manager
Providing Support /Direction to:	Site Managers Caretaker/Assistant Caretaker/ Cleaners across Sussex schools.
Role Purpose and Role Dimensions:	Responsible for the property and asset management of up to three academy sites. Liaising regularly with Multi Site Manager, Business Advisor(s) & Head Teacher(s) on caretaking and site management issues. Providing direction to staff involved in caretaking and cleaning staff. Ensure the security of the academy premises. Ensure that machinery or plant within the academies is maintained. Ensure that the internal and external fabric of all academy premises as safe working environments is maintained. Assist in recruitment of Site Managers Caretakers/Assistant Caretakers/ Cleaners.
Commitment to Diversity:	As a member of the Trust community, to take individual and collective professional responsibility for championing the Trust'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:	<ul style="list-style-type: none">▪ Contractors and suppliers▪ Facilities providers.▪ Parents▪ General Public
Key Internal Contacts:	<ul style="list-style-type: none">▪ Headteacher(s)▪ Business Advisors(s)▪ Head of Premises and Estates▪ Caretaking staff▪ Cleaners▪ Governors▪ Staff▪ Pupils
Financial Dimensions:	<ul style="list-style-type: none">▪ With support from their Line Manager, advising the Head of Premises and Estates and Head Teachers on the cost of external providers and ensuring that a proper procurement process is adhered to when purchasing goods and services.▪ Ensure that the asset management system is maintained and up to date.

Key Areas for Decision Making:

- Ensure adequate cover is available across academies in the cluster to enable necessary programmed improvement work.
- With the assistance of the Multi-Site Manager, select the provider for services for the academies following Best Value principles.

Other Considerations:

Key Accountabilities and Result Areas:

Key Elements:

Management and Supervision

This will involve:

- With support from their line manager, to ensure that contractors or directly employed cleaners perform to the STEP Way standards laid down in the cleaning specification. Support the Site Managers/Caretakers to address any failure to meet the required cleaning standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- Planning and work allocation for caretaking staff, in accordance with the STEP Way for Premises and Estates, ensuring that daily, weekly, monthly etc activities are completed and to the required standard.
- With support from their line manager, recruitment of caretakers and cleaners.
- With support from their line manager, induction and instruction of premises staff (including 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.
- With support from their line manager, undertake quality assurance reviews, to check the completeness and quality of STEP Way activities.
- Take responsibility for ensuring that Helpdesk tasks are addressed within agreed timescales.
- Supervision of caretaking/cleaning staff to maintain effective working relationships in line with STEP First, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained.
- With support from their line manager, take full responsibility for the management of caretakers, including appraisal and CPD.
- In conjunction with their line manager, certifying overtime claims for cleaners, and caretakers s (including lettings)
- Attend training courses where appropriate
- Reporting to Governing Body (which may involve occasional attendance at Governors meetings).
- Managing and monitoring any facility or building contractors that are undertaking work on the academy premises.
- Manage the hiring/letting of the academy premises in consultation with the Head teacher and Business Advisor.
- 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:

- Ensure effective processes are in place to manage the opening and closing academy, to include all appropriate gates, windows, doors and fire escapes for the purpose of academy use, cleaning, maintenance, emergency services.
- Consult with all Head Teachers for cover arrangements for lettings and out of academy hours' functions.
- Ensure that all statutory testing is complete, including the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Liaise as necessary with emergency services including the calling of the services as appropriate.
- Ensure effective processes are in place to address general site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, in conjunction with all Head Teachers, ensuring the safe use of the academy site at all times.

Heating

This will involve ensuring processes are in place to:

- Manage, 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 ensuring processes are in place:

- In conjunction with the Head of Premises and Estates, Business Advisor and all Head Teachers, implement all agreed policies.
- Manage the reading, recording and reporting all meter readings as required by all Head Teachers and or Energy Conservation Officers.
- Liaison with the Energy Conservation Officers.
- Implement recommendations authorised by the Premises and Estates Manager and all Head teachers.

Emergencies

This will involve ensuring processes are in place for:

- Cleaning sickness, etc. and spillage's as required.
- Ensuring all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensuring 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.
- Arranging cover for leave for caretaking and cleaning roles in all academies within the 'cluster', providing direct support where required.

Lettings

This will involve ensuring processes are in place:

- for managing lettings.
- 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 processes are in place for:

- 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 to prevent Legionella.
- Manage the synchronisation of 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 all Head Teachers.
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.
- Manage the removal of all graffiti as required by all Head Teachers.

External Maintenance

This will involve ensuring processes are in place 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 academy and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc., report and/or repair defects as appropriate.
- Agree a system with Governing Bodies, and all Head Teachers for window cleaning arrangements, and monitor if appropriate.
- Manage the cleanliness of 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 all Head Teachers for the best method of removal.
- Manage the maintenance of academy gardens including bulb planting, grass cutting, etc.

Academy Cleaning

This will involve ensuring processes are in to:

- ensure that the academy is cleaned to the agreed specification, supporting caretakers to address any addressing any issues with support from their line manager. Report any shortcomings to all Head Teachers.
- ensure cleaning staff have undertaken mandatory training, eg COSHH, Manual Handling, Fire prevention and evacuation.
- 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 all Head Teachers, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major academy activities, inclement weather problems, emergencies, building works, etc.).
- In areas where the Site Manager undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by all Head Teachers.
- Daily disinfection of water fountains.

Stock Control

This will involve ensuring processes are in place for:

- Maintaining stock levels as required and ordering and receipt of supplies within agreed budget in consultation with SAO.
- Ensuring that all COSHH sheets are up to date.
- Ensuring safe storage of all stock in clearly labelled cupboards/areas.
- Maintaining an up to date list of all hazardous substances and where they are located. A copy to be kept in academy offices in case of emergency.

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- To be aware of the Trust's responsibilities under the Data Protection Act and General Data Protection Regulations for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

This will involve:

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

This will involve:

- Ensure that site staff act as ambassadors for Premises and Estates and are courteous, helpful, proactive and professional.

Health and Safety

This will involve:

- With support from their line manager, overseeing the annual health and safety audit and ensuring that actions are completed within the proscribed timescales.
- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Ensure all academy site management staff are undertaking their responsibilities in a manner that demonstrates an understanding of health and safety.

To contribute as an effective and collaborative member of STEP Central Team

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the academies across the Trust..
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on academy policies and interventions.

Person Specification

Job Title:

Associate Multi- Academy Site Manager

Essential knowledge:

- A working knowledge and understanding of health & safety requirements of an academy or other public institution.
- To communicate clearly to all sections of the academy community both verbally and in writing.
- Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the academy community.

Essential skills and abilities:

- D.I.Y. skills to undertake day to day repairs and maintenance of building, including a working knowledge and operation of the academy heating system.
- Ability to assist in the training and induction of new cleaning and caretaking staff.
- Understanding of the principles of health & safety in an academy environment including COSHE.
- Ability to manage own time effectively and demonstrate initiative including establishing procedures and prioritizing own workload.
- Ability to adhere to working procedures and policies within the academy environment.
- Ability to operate as part of a team or individually as required.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
- Ability to carry out a range of administrative tasks, including stock taking and ordering.
- Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the academies.
- Ability to develop a program of improvement works across an academy region.
- Ability to undertake an analysis of work undertaken within a region to ensure changes in working practice deliver efficiencies

Essential experience:

- Experience of managing staff (for example cleaners)
- Minimum 12 months experience in a successful caretaker position (or similar)
- Experience of monitoring and liaising with contractors and suppliers.
- Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by the academy cleaning staff.
- Involvement in recruitment exercises

Special conditions:

- Take part in the Trust's performance management system.
- Enhanced DBS Check
- Use of own vehicle for duties