



## Role Profile

Job Title:	STEP Site Manager
Grade Range:	East Sussex Single Status Grade 4, Scale 10 (£19,312)
Hours:	37 Hours per week
Location:	East Sussex
Reports to:	Multi-Academy Sites Manager
Responsible for:	Premises staff, including cleaners

### Role Purpose and Role Dimensions:

- Responsible for the property and asset management of the Academies. Liaising daily with the Academy Business Advisor on caretaking and site management issues.
- Manage the caretaking and cleaning staff of the Academies.
- Ensure the security of the Academy premises.
- Maintaining any machinery or plant within the Academies.
- Maintaining the internal and external fabric of the Academies premises as a safe working environment.

### Commitment to Diversity:

As a member of the Academy community to take individual and collective professional responsibility for championing STEP'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:

- Multi-Academy Sites Manager
- Headteacher
- Business Advisor
- Caretaking staff
- Cleaners
- Governors
- Staff
- Pupils

### Financial Dimensions

- Assist the Multi Academy Sites Manager in the property and asset management of the Academies.
- Advising the Multi Academy Sites Manager on the cost of external providers and ensuring 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.

### Key Areas for Decision Making

- Ensure adequate cover is available during own or team members absence.
- Ensure that vital information such as cleaning rotas and site keys are available and documented for staff as required.
- With the assistance of the Multi Academy Sites Manager, select the provider for services for the Academies following Best Value principles.

## **OTHER CONSIDERATIONS**

### **Key Accountabilities and Result Areas**

#### Management and Supervision

- The Site Manager must ensure that contractors or directly employed cleaners perform to the standard laid out in the cleaning specification. The Site Manager will report to the Multi Academy Sites Manager 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 staff directly employed them and cleaners where required.
- Induction 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 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.
- Certifying weekly time sheets for cleaners.
- Undertake yearly fire risk assessment review.
- Attend training courses where appropriate.
- Managing and monitoring any facility or building contractors that are undertaking work on the Academies' premises.
- Manage the hiring/letting of the Academies' premises in consultation with the Multi Academy Sites Manager
- 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

- To be a keyholder and manage the opening and closing of the Academies to include all appropriate gates, windows, doors and fire escapes for the purpose of Academy use, cleaning, maintenance and emergency services. This will include the occasional locking and securing of the Academies during unsocial hours (following meetings, events, etc), with advanced notice;

- Consult with Multi Academy Sites Manager for cover arrangements for lettings and out of school hours' functions.
- Ensure 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 call of the services as appropriate.
- Compile reports on acts of vandalism to the Multi Academy Sites Manager and Police where necessary.
- General site supervision, including prevention of trespass, ensure that unauthorised parking does not occur, in conjunction with the Multi Academy Sites Manager, ensuring the safe use of the Academy sites at all times.

### Heating

- 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

- In conjunction with the Multi Academy Sites Manager, implement all agreed policies.
- Manage the reading, recording and reporting all meter readings as required by the Multi Academy Sites Manager and or Energy Conservation Officer.
- Liaison with the Energy Conservation Officer.
- Implement recommendations authorised by the Multi Academy Sites Manager.

### Emergencies

- Cleaning sickness, etc. and spillages 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

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

### Internal Maintenance

- 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 the Multi Academy Sites Manager
- 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 the Multi Academy Sites Manager.

#### External Maintenance

- 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 Multi Academy Sites Manager 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 Multi Academy Sites Manager for the best method of removal.
- Manage the maintenance of Academy gardens including bulb planting, grass cutting, etc.

#### Academy Cleaning

- Where cleaning is undertaken by direct labour or contractor, ensure that the Academy is cleaned to the agreed specification. Report any shortcomings to the Multi Academy Sites Manager.
- 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 Multi Academy Sites Manager, 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 the Multi Academy Sites Manager.
- Daily disinfection of water fountains.

#### Stock Control

- Maintaining stock levels as required and ordering and receipt of supplies within agreed budget in consultation with Business manager
- 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

Seek opportunities for contributing to sustainable development of the Trust, 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

- To be aware of the Trust's responsibilities under GDPR and the Data Protection Act 2018 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

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 Trust'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

The Trust 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.

### Health & Safety

- Complete morning safety checks to ensure the site is safe to open.
- Complete all premises checks and maintenance to ensure site is safe and complies with statutory and recommended requirements.
- 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.
- Undertake/monitor Risk Assessments for activities involving site staff.

### To Contribute as an Effective and Collaborative Member of the Academy Team

- 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 Academy.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on Academy policies and interventions.
- To support other Academies as and when required.

## Person Specification

### Job Title:

Site Manager

### Essential knowledge:

- An understanding of health & safety requirements of an Academy or other educational 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:

- DIY 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 and Risk Assessments.
- 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 Academy.

### Essential experience:

- 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.

### Special conditions:

- Take part in the Academy's performance management system.
- Attend Premises and Estates meetings when required.
- Enhanced DBS Check.
- Flexibility in working hours on occasions to fulfill Academy requirements.

