

Faculty/Department Site Team	
Job Title:	Site Manager
Grade:	7
Post Purpose:	The postholder will ensure the smooth and efficient running of the school site, including being responsible for managing the Site team and health and safety for the site.
Accountable to:	Trust Head of Business Operations/Head of School
Duties, Responsibilities and Key Tasks: The School Premises	<ul style="list-style-type: none"> • To line manage the Site team at the relevant school ensuring all staff are utilised effectively, developing a multi skilled team. • To manage and ensure the security of the site/premises at all times, a nominated key holder. • To ensure the site remains a safe environment at all times. • To ensure the site/premises are clean at all times and liaise with the cleaning contractor accordingly. • Ensuring the maintenance and effective use of CCTV cameras where applicable. • Ensure that the fabric of the buildings is maintained by inspecting and reporting any major defects to the Trust Head of Business Operations and Head of School. • To ensure effective risk management, for example in health and safety and in the management of any third-party service contracts. • Budgetary responsibility for site budgets. • Recording planned tasks targeted for the week and producing an overview for the year ensuring working targets are met.
Health and Safety	<ul style="list-style-type: none"> • Work with the Trust Head of Business Operations ensure the implementation of the Health and Safety policy. • Responsible for Health and Safety for the site including (not exhaustive); <ul style="list-style-type: none"> ○ Compliance with Fire Safety Regulations ○ Annual site inspections and reporting of any changes in conditions where problems previously identified. ○ Providing Health and Safety Training to other employees ○ Oversee contractual maintenance of the boiler, heating systems to a satisfactory operation as well as carrying out daily checks. ○ Maintenance of records/logs including fire safety, legionella etc. • Ensure appropriate training courses are attended, for example Fire Warden Responsibilities training. • Identification, reporting risk, whilst also establishing and improving the level of risk assessment awareness amongst existing staff • Attend meetings associated with the role.

Line Management	<ul style="list-style-type: none"> Line management of the lettings team, site operatives and weekend cover including the management of rota's and absence. Identify staff development opportunities, promoting, encouraging, and assisting staff to learn, in order to achieve their full potential.
Contract Management	<ul style="list-style-type: none"> Various administration tasks associated with the role and Every Compliance platform To maintain Risk Assessments and ensure they are kept up to date Ensure weekly/monthly/annual inspections are carried out and recorded. Liaise with annual contractors for day-to-day quality control concerns.
Financial	<ul style="list-style-type: none"> Assisting with orders, quotes, tenders for any grounds/premises related costs. Day to day management of the repairs and maintenance budget. Approval of purchase requisitions up to £1000.
Generic Requirements	<ul style="list-style-type: none"> Ability to apply basic ICT skills to the needs of the role Be aware of and comply with policies and procedures relating to Safeguarding, Health and Safety, Confidentiality, Data Protection, Security, reporting any concerns to your line manager. Cover for colleagues when requested by the Line Manager and/or Head of School
General	<ul style="list-style-type: none"> To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. Some working flexibility will be required to meet the demands of this post. To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. To contribute to whole School and Trust events as and when required. To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Job Description

PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	D	A
COSHH/Health and safety qualification	D	A/I/R
Experience		
Previous Site Management experience	E	A/I/R
Strong team and people management skills	D	A/I/R
Motivated and able to engage with all levels of staff, and third parties	E	I
H&S focussed with the ability to promote a safe working environment	E	A/I/R
Be proactive and have good organisational skills	E	I/T
Be reasonably fit to cope with the lifting and carrying involved in the role.	E	I
First Aid qualification	E	A/I
Excellent health and safety experience	E	A/I/R
Experience of working within the education sector	D	A/R
Line Management experience	E	A/R
Ability to prioritise workload and work at pace with attention to detail	E	T/I
Ability to build good, effective working relationships with external partners	E	I/T
Ability to communicate with a variety of staff at different levels	E	I/T/R
Ability to be flexible to support the needs of the trust	E	I
Ability to work independently and to use initiative	E	I/T/R
Excellent IT skills	E	A/T
Preparation of standard reports	E	A/I/T/R
Safe use of tools and equipment	E	A/T/R
Previous knowledge of plant rooms and inspections	E	A/I
Hands on – can do approach	E	I
General DIY ability including ladders	E	A/I/T
Demonstrate and adhere to 5 Dimensions core values	E	i
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I
Commitment to keeping abreast of H&S legislation	E	I
Commitment to equality and diversity in the workplace	E	I

A = Application

I = Interview

T = Task/Activity

R = References