

**ENDEAVOUR ACADEMY**

|  |  |
| --- | --- |
| **POSITION** | **Site Manager** |
| **REPORT TO** | **Academy Business Manager/Headteacher** |
| **GRADE** | **SP 9 - 13** |

**KEY ROLE/FUNCTIONS:-**

The fundamental part of the role is to be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the academy buildings and grounds. This entails the maintenance and security of the building and grounds, ensuring the cleanliness of the site as a welcoming, safe and secure environment for pupils, staff and visitors, and taking responsibility for ensuring full compliance with current health and safety legislation.

You must be willing to undertake routine maintenance, including some routine cleaning, painting and decorating, DIY and general repairs. There will be some later working for special events and parents’ evenings in which flexibility is essential. We use a key holding service who attend call outs but there is an expectation that the site manager may be expected to attend to emergencies outside of academy hours as required.

You will be responsible for all record keeping in respect of maintenance and health and safety and therefore possess strong ICT, literacy and numeracy skills.

**GENERAL RESPONSIBILITIES:-**

**Grounds and buildings management**

* To be responsible for opening and securely closing the building, ensuring all doors, windows and gates are locked, appliances are turned off and all security alarms set and working correctly
* To act as a key holder and to attend the building outside normal working hours in the event of emergency call out where the designated key holding company is unable to attend/needs specific assistance
* To undertake repairs and DIY projects
* To ensure all contractors entering the building are inducted (as outlined by the trust), accounted for and safe to work
* Monitor contractors whilst any works are being carried out around the site ensuring that work doesn’t compromise the academies safety
* To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard
* To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate records
* To delegate tasks as appropriate to other site staff or outside contractors, ensuring health and safety regulations are strictly adhered to
* To ensure the effective provision of heating and lighting to the academy, including monitoring of consumption and cost, and advise staff and pupils on energy conservation methods
* Consult and co-operate with the trust and academy senior leadership team on large projects. Lead small projects and ensure they are on time and within budget
* Undertake initiatives to improve cost effectiveness of the academy
* To be aware of all out of hours activities and arrange for opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings
* To ensure that light bulbs, florescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
* Some routine cleaning including the main hall floors are kept clean

**Health & Safety/Compliance**

* Assist with external audits, inspections and premises reviews and ensure all actions and requirements from inspections and audits are completed in a prompt manner
* Maintain the schedule of servicing and inspection program and ensure statutory servicing and planned preventative maintenance arrangements are in place
* Proactive and reactive monitoring of academy buildings and equipment
* To be responsible for compliance with relevant health & safety legislation (including fire, ladders, equipment, water systems, electrical etc) and to attend relevant/mandatory training where required
* To ensure policies and procedures are adhered to as outlined by trust and academy management
* Undertake routine safety inspections, checks and tours and maintain full comprehensive record-keeping of these
* To complete regular health & safety reports and lead governor reviews as required
* Consult and co-operate with the trust and senior leadership team with any health & safety related matters

**General Maintenance**

* To carry out repairs to maintain or improve the aesthetics of the site in consultation with the senior leadership team or business manager
* Monitor the work of the academy’s maintenance contracts and ensure cost effectiveness
* To ensure drains and gullies are tidy and litter free
* To remove snow and ice from entrances, pathways and playgrounds and ensure they are safe for pupils, parents, staff and visitors to access the academy
* Stock management of caretaking and cleaning consumables to ensure any stocks are held securely for use in the academy, in line with COSHH regulations. Order goods in line with the agreed procurement policy
* Porterage of goods, equipment and furniture as required and ensuring general housekeeping within the buildings is at the required standard
* Ensure health & safety throughout the academy grounds with daily maintenance walks

**Customer Care**

* To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the academy’s ethos and values
* To manage a system of work to ensure issues reported by staff and management are remedied in a prompt manner, keeping all parties informed of progress
* To present high standards of personal appearance in accordance with the academy’s ethos and values
* To promote a favourable image of the trust and the academy to all building users in all aspects of the site manager role

**Other**

* To maintain confidentiality at all times in respect of the trust and the academy related matters
* To be flexible as to hours/shifts worked to meet the requirements of the academy during both term time and academy holidays
* Any other duties as directed by the headteacher, business manager and senior leadership team