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**Northern Education Trust – Job Description**

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| **Job Title:** | Site Manager - Primary | **JE Reference** | | | JE038 |
| **Base:** | Academy | | | | |
| **Reports to:** | Business Manager | | **Salary Range:** | Grade 5  SCP16 – SCP18 | |
| **Service responsibility:** |  | | **Salary:** | £28,282.00-  £29,269.00 FTE | |
| **Additional:** | Regular travel may be required. | | **Term:** | 37 hours, 52 weeks | |

**JOB PURPOSE**

* The post holder is responsible for ensuring that the academy is well-maintained, safe and secure site for all users

**JOB SUMMARY**

1. To ensure the trust’s building & ground are safe, secure and attractive, and to continue to drive improvements to the estates and maintain facilities to an agreed standard
2. Responsible for the coordination of opening and closing of the academy premises including gates, doors, windows, fire exits etc. for the purpose of the academy use, lettings, functions, maintenance and emergency services
3. Responsible for the monitoring of alarms and fire equipment, ensuring emergency exits are not obscured
4. Responsible for reporting acts of vandalism to the Police as necessary
5. Complying with instructions from the Business Manager to carry out any necessary cleaning of areas within the letting agreement
6. Coordinate any necessary cleaning of areas within the letting agreement
7. Ensure all statutory testing of assets and facilities is carried out and recorded to set time scales and shared with the Business Manager
8. To support the Business Manager to coordinate cover in the event of sickness, or other absences including holiday leave
9. Coordinate delivery of post, stores materials and other goods, ensuring delivered items are taken to specific departments
10. Coordinate moving of academy furniture and oversee health and safety and lifting and handling regulations
11. Ensure up to date training is in place for all site staff
12. To work in conjunction with the Site Supervisor when appropriate
13. Coordinate repairs all leaks, floods, fires and breakages as appropriate
14. Coordinate all electrical and gas emergencies, making safe and reporting accordingly
15. Ensure access for emergency services, assist as necessary and secure premises as required
16. Report all defects which require specialist repair
17. Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate
18. Inform Business Manager of items which may require ordering to enable completion of the above mentioned works
19. Be responsible for the supply and availability of all hygiene materials
20. Attend appropriate training course as required
21. Maintain cleanliness and general tidiness of all external areas
22. Ensure refuse is collected and clean and clear all drains and gullies to ensure effectiveness and healthy operation
23. Inspect outside fabric of the academy, report and repair defects as appropriate Inspect all fences, gates, walls, steps, lights etc. Repair/report defects to Business Manager as appropriate
24. Coordinate site access and clearing of snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
25. To comply with the academy child safeguarding procedures, including regular liaison with the academy designated child safeguarding person over any safeguarding issues or concerns
26. To comply with the academy policies and procedures at all times
27. Undertake other reasonable duties (with competence and experience) as requested in accordance with the changing needs of the organisation

**GDPR**

1. To adhere to GDPR and data protection regulations, whilst maintaining confidentiality

**Safeguarding**

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

**General**

1. To participate in wider academy meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …………………………………… Date: ……………………………….