JOB DESCRIPTION

Site Services Manager

Severndale Specialist Academy Vision:

Our children and young people are aged 2 ½ to 25 and have a range of learning difficulties. These include moderate, severe, complex, and profound learning difficulties, those with autism, complex medical conditions, and physical and mobility difficulties. A number of our young people present behavioural difficulties arising from their condition; many have communication difficulties.

Purpose of the Post:

To take day-to-day responsibility for the provision of efficient and effective management of facilities and to support the school. Including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards set by the school, and that heating and fire systems operate at optimum efficiency. The post holder will plan and prioritise own work and site team members without direct supervision. Evening and weekend work may be required. The postholder will require a full UK Driving Licence (manual)

Main Duties and Specific responsibilities:

- Monitor and record readings as appropriate for essential services, e.g., gas, oil, water, electricity.
- Contribute to the annual planning and policy in relation to the school facilities.
- To ensure heating plant and equipment is efficiently and effectively operated, adjust as necessary and report defects and malfunctions to the designated member of the Strategic Leadership Team.
- To be responsible for maintaining the security of the premises and its contents.
- To clean light fittings replacing where necessary minor parts such as tubes, bulbs, fuses, starters, and diffusers, in accordance with safe working practices.
- Remedial action after break-ins, for example boarding up broken windows, reglazing small or large internal windows.
- Liaising with school management in relation to the formulation of risk assessments where applicable.
- Undertake risk assessments and COSHH procedures as appropriate.
- Responsible for the smooth running of fire evacuation procedures, ensuring the fire alarm system and on-site appliances are fully operational. Including all relevant fire documents and related Risk Assessments.
- Responsible for ensuring regular CPD and refresher training for self and the Site Service Team.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed, and furnishings cleaned.
- Remove spillages and resultant stains from floors and other surfaces.
- To ensure that gullies, drains etc. are kept free from debris and that the school and ground are litter free. Litter bins are to be emptied, and the contents disposed of on a daily basis.
- To be responsible for ensuring clear and safe pedestrian access to the school, particularly in adverse weather conditions (e.g., snow clearing, gritting).

- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required.
- If qualified - may be required to drive the school minibus.
- To carry out weekly minibus maintenance checks.
- Ensure that the school minibus is clean, satisfactorily maintained and held securely when not in use.
- Carry out daily, weekly, monthly checks of systems.
- To undertake porterage tasks as required including setting up and clearing away furniture.
- To control the provision of toiletry items including requisition, storage, and distribution of such items.
- Responsibility for replacement of paper towels, toilet rolls and soap in toilets and teaching areas.
- To monitor stock levels of consumable items such as grit, toiletries, PPE, light bulbs/tubes, and cleaning materials and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records including intruder alarm logbook and fire alarm book. To test alarm systems weekly and lighting when appropriate.
- To report emergencies in the case of faults with gas, electric and water supply to the designated member of the Strategic Leadership Team.
- To arrange regular service maintenance visits to ensure the school is fully complaint and contractor and visits and monitor any work being carried out within the post holder's area of responsibility, ensuring any remedial work is achieved by contractors.
- Ensure effective arrangements for the security of the premises and contents, including setting night security systems and responding to emergencies affecting the school premises outside normal hours.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.
- Support the Operations Manager and Strategic Business Manager in ensuring that maintenance and enhancement complies with relevant Building and Health and Safety regulations.
- Support the Operations Manager in carrying out a general risk assessment for the premises and ensuring that specific risk assessments are carried out for tasks performed by premises staff.
- Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance, and inspect completed work.
- Dealing with problems and assessing risk.
- Support the Operations Manager in assessing the resources required to meet health, safety, environmental and quality standards and ensuring they are in place
- Identify where improvements can be made to health and safety, environmental impact and quality and provide recommendations to the Operations Manager.
- Uses equipment within Health and Safety regulations and deal with any faults
- Be responsible for own health and safety as well as colleagues.
- To adhere to COSHH regulations and consumables and the use of protective clothing and equipment.
- Support the Operations Manager in taking actions to meet the outcomes of the outsourced Schools Fire Risk Assessments.
- Lead and manage the Site Services Team to ensure that the school premises are kept clean, meet health and safety requirements and that general maintenance and repair work is carried out on an on-going basis and satisfactorily completed on time.

- Responsible for the efficient and effective management of the site and related functions.
- Contributing to the overall ethos/work/aims of the organisation.
- Leading and managing the site staff and site contractors.
- To provide leadership and guidance for Site Services Staff.
- Working with the Operations Manager, being accountable for the general maintenance and upkeep of the site and buildings, managing building/repair works in liaison with line manager, and keeping appropriate logs, records, and reports.
- Taking responsibility for the security of the site from start to the end of the school day
- Working with the Operations Manager and Strategic Business Manager to identify and review contracts for services to the school.
- Be responsible for the efficient and effective deployment of Site staff directly associated with the roles and responsibilities of their post and for monitoring this on a regular basis
- Working with the Operations Manager and Strategic Business Manager, provide suggestions, and on approval implement strategies for premises management to ensure quality is maintained and improved.
- Using information technology, lead and manage on a day-to-day basis, the premises team and delegate tasks appropriately to ensure effectiveness of staff and the smooth running of the school.
- Providing reports to the Operations Manager of the work undertaken.
- Ensure effective arrangements for the security of the premises and contents, including setting night security systems and responding to emergencies affecting the school premises outside normal hours.
- Ensure arrangements are in place to keep the buildings clean, in good order and decorated as required by developing a rolling programme of repairs and maintenance work.
- Ensure that all furniture arrangements and accommodation requests are in place on time, especially for examinations, and including erection and dismantling of staging for school productions.
- Maintain the school premises/grounds to a high standard ensuring the cleanliness, that the grounds are litter free, and gullies are cleared. Where required liaise with contractors and maintain cost-effective schedules.
- Ensure that Site Services Team, have the skills, work well in a team, and perform their role to an acceptable standard.
- Maintaining the productivity and efficiency of the team through appropriate supervision and delegation.
- Regularly reviewing the performance of members of your team, recognising effective practice, and dealing with underperformance in line with the organisation's policies and in conjunction with the Operations Manager.
- Assessing requirements for training and CPD according to staff performance and implement as appropriate.

Planned Preventative Maintenance and Compliance:

- Maintain and execute a planned preventative maintenance programme including cyclical maintenance and regular maintenance of critical equipment.
- Ensure that any remedials or repairs are followed up in a timely manner to ensure the school remains compliant. This may be completed in-house or with external contractors.
- Ensure complete and accurate information for all work is recorded in the computerised maintenance management system 'Every'.
- Requesting call out and arranging subcontractor attendance on project works
- Assistance in compilation of tender applications

General responsibilities:

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.

Reporting

- Line Manager: Operations Manager, Strategic Business Manager and ultimately the Executive Principal

Benefits of the Post:

1. The grade of the post is: Scale 6, Point 18 with a progression scale to Point 22
2. 37 hours per week, 52 weeks per year.
3. Continuous Personal Development
4. Generous holiday allowance
5. Option to join the Pension Scheme

The above job description does not define in detail all the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Executive Principal.

The Learning Community Trust is committed to safeguarding and promoting the welfare of Children and young people. All post holders are subject to an enhanced DBS check (including a check on the children's barred list) for the successful applicant. References will be checked following the Learning Community Trust recruitment and selection process. We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our schools commitment to safeguarding, please see our website for our school policies - https://severndaleacademy.co.uk/our-school/policies/