



Cygnus Academies Trust

Job Description: Site Manager – KR5

Grade: Kent Range 5

Responsible to: Line Manager

Purpose of the Job:

To be responsible for the security, maintenance and safety of the school and its community. Line manager to other school premises staff.

Key duties and responsibilities:

1. Ensure that the buildings and the site are secure, including during out of school hours and taking remedial action if required.
2. Act as a designated key holder, providing out of hours and emergency access to the school site.
3. Successfully manage tasks and workload using the online ticketing system and building management software.
4. Procure quotes for routine and adhoc maintenance work on school premises.
5. Contribute to the management of the premises budget.
6. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
7. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
8. Arrange emergency repairs as required.
9. Arrange regular maintenance and safety checks.
10. Oversee onsite cleaners, groundsmen and maintenance contractors; checking that work is completed to required standards and within required timescales.
11. Monitor materials and stock and/order supplies.
12. Undertake general duties, including moving furniture and equipment within the school.
13. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
14. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
15. Charge card holder for the purchase of materials to carry out repairs.
16. Ensure the operation and maintenance of specialised equipment following training.
17. Provide training on health and safety issues to other premises staff.
18. Facilitate lettings and carry out associated tasks, in line with local agreements.
19. Line manage premises staff (including caretakers and cleaners).

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Preferably, level 2/3 Diploma (or equivalent) and proficient technical and practical skills.
EXPERIENCE	<ul style="list-style-type: none"> • Previous relevant experience, including supervisory experience.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Wider awareness of the related working environment e.g. client groups. • Use of wide range of machinery/equipment e.g. kitchen, gardening and general maintenance. • Sufficient knowledge related to a range of services and activities in order to train, coach and/or mentor others. • To organise others and own workload in order to achieve the job. • Ability to identify changes required to work routines and act upon them in liaison with the senior leadership team (SLT), staff and others as relevant. • Ability to maintain accurate and timely records as required by the role e.g. school diaries, contractors' schedules, etc. • Ability to deal with everyday problems and to identify which problems should be referred to a member of SLT. • Ability to monitor job activities as required by the role. • Ability to understand information and advise and liaise with others accordingly. • Written, numerical and ICT skills in order to complete more detailed records and reports. • Ability to listen, observe and contribute to discussions as required for the role e.g. child care, work plans, etc. • IT skills required for the role include being proficient in using MS Office and having the ability to use our online job ticketing system and building management software
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and expertise in minor maintenance and repair. • Knowledge of financial/ordering/monitoring procedures as required. • Knowledge of how own job fits into the activity and role of the area/site. • Knowledge of a range of other jobs in the area. • Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> - Manual handling. - Safe use of machinery and/or equipment. - COSHH - First Aid and Hygiene Practice. - Lone working procedures and responsibilities. • Able to recognise and to deal with H&S and emergency situations. • Will need to undertake training to keep knowledge up to date.

This job description may be amended at any time in consultation with the postholder.

Line manager’s signature: _____ Date: _____

Employee’s signature: _____ Date: _____