**Job Description: Site Manager**

**Reporting to: Operations Manager**

**Location: Ark Dickens Primary Academy**

**Contract: Permanent**

**Working Pattern: Full Time**

**Salary:** **Ark Support Scale 8: Pay Point 20-28:**

**The Role**

As Premises Manager, you will lead the team responsible for ensuring the Academy is a safe, inviting and positive learning environment for students, staff and visitors. You will also guide the school to run as efficiently as possible following good sustainable principles.

You will be responsible for the management and operation of premises-related functions at the academy including buildings and grounds maintenance, security, cleaning, health and safety, lettings of our facilities and contractors.

Key Responsibilities

**Health, Safety and security**

* Comply with the requirements of the Health and Safety at Work Regulations and take reasonable care for the health & safety for everyone onsite which
* Oversee recording and reporting on Handsam, provide regular monthly analysis of data, recommendations and actions to SLT
* Manage the Premises Team to ensure that there is always sufficient staff on site to provide for the day-to-day requirements and respond to any premises matters arising.
* Act as an academy first aider and fire warden
* Be responsible for general security and access control at all times, which may include being called outside of normal working hours to deal with security problems or emergency repairs
* Train and meet with Fire Wardens regularly
* Oversee the Conditions Survey alongside the Ops Manager
* Oversee the management of premises security, including the CCTV system
* Oversee the security of the academy and ensure that the academy is properly locked and alarmed when unoccupied
* Manage and supervise contractors while working on the academy site, operating a permit to work system as required, ensuring safeguarding requirements are met
* Manage and maintain provision of furniture, fixtures and fittings (FFF)
* Keep up-to-date with changes in relevant health and safety law, fire and building regulations, ensuring prompt compliance, implementation and monitoring of regulations
* Ensure that risk assessments and management plans are up to date and implement any action plans to rectify any deficiencies identified
* Ensure fire risk assessments are in place and reviewed regularly and that appropriate fire safety and evacuation measures are in place and the academy is safe. To include the provision of fire safety notices around the site and assembly points.
* Ensure lockdown procedures and assessments are in place and reviewed regularly and that appropriate evacuation” guidelines are reviewed and rehearsed by the school community
* Ensure safe storage of chemicals, tools, equipment in line with H& S guidance
* Be part of the Governors Health and Safety Committee

Grounds Maintenance

* Be responsible for the maintenance and cleanliness of all grounds and establish and operate an agreed program of planned maintenance

**Site Repair and Development**

* Be responsible for the maintenance of all academy buildings, grounds and utilities, and establish and operate an agreed program of planned preventative maintenance using the building management system, ensuring that repairs and remedial works are carried out in-house wherever possible, calling on contractors if required
* Ensure that all mechanical, electrical and public health installations are fully operational and manage all utilities, in order to ensure quality of service and cost-optimisation
* To be proactively involved in making, creating and developing play and learning environments and resources within the school and in outdoor spaces
* Undertake in house general repair and maintenance work
* Be responsible for the delegated repairs and general maintenance budget and ensure that all work is carried out within the delegated budget. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements
* Plan and implement a rolling programme of internal decoration
* Co-ordinate quotes/estimates for work in respect of the school site and buildings, meeting with contractors and liaising with the Ark Central Estates team to ensure all processes are adhered to
* Update the academy’s buildings management system (Every) ensuring deadlines are met and the system is regularly updated
* Maintain all tools and machinery to ensure they are in good, safe working order at all times

**Minibuses**

* To arrange for the school minibuses to be maintained, arranging servicing and MOTs as necessary
* Organise regular cleaning and upkeep of the minibuses, ensuring they are ready for use
* Liaise with the school’s administration officer to co-ordinate bookings

**Portering & Setups**

* Receive and process deliveries, taking them to the appropriate place within the academy.
* Prepare rooms for lessons/meetings/events, setting out or putting away furniture as required, ensuring rooms are clean and presentable
* Ensure set up and clearance of hall in preparation for lunch times and afternoon lessons

Other

* Undertake other various responsibilities as directed by the Exec Head, Head of School or Operations Manager
* Facilitate enrichment opportunities for children ie gardening, wood work

**Signed ....................................................... Date ....................................**

**Person Specification: Site Manager**

Qualification Criteria

* IOSH certification (desirable)
* Relevant first aid qualification (desirable)
* Relevant Health and Safety qualifications and/or willingness to undergo training as required

Knowledge, Skills and Attributes

* Experience in building maintenance or other relevant experience, ideally within an educational setting
* Knowledge of and experience of using building management systems and Ms Office
* Experience in the management of service and maintenance contracts and supervising contractors
* Experience leading, coaching and motivating staff, ensuring professional development and effectively challenging and managing any underperformance
* Understanding and ability to apply regulations (such as health & safety, fire, manual handling regulations)
* Skills in plumbing, electrical work, carpentry/joinery, painting and glazing
* Must be able to meet the physical demands of the role

Personal Characteristics

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
* Belief that every student should have access to an excellent education regardless of background
* Excellent interpersonal & communication skills, able to motivate and manage others effectively
* Builds positive relationships with all members of the school community
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

Other

* Commitment to the safeguarding and welfare of all pupils
* This post is subject to an enhanced Disclosure and Barring Service check
* To undertake any other responsibilities as directed by the Line Manager or the Head Teachers
* To attend training appropriate to the post

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined*[*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this*[*link*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this*[*link*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*