

Job Description

JOB TITLE:	Part-Time Site Manager
PATTERN:	casual – no fixed hours
RESPONSIBLE TO:	Facilities Manager
PRIMARY PURPOSE:	To be responsible for the maintenance and development of the Academy site ensuring the best possible physical environment for students, staff and commercial activities.

MAIN DUTIES AND RESPONSIBILITIES:

- To ensure that the school and its grounds are maintained as an attractive, clean and safe environment for all its users.
- To be responsible for ensuring the security of Academy buildings and site.
- To manage a workload consisting of cleaning, minor maintenance work and/or decorating.
- Assist with deliveries, storage and distribution.
- Assist with office/class room moves or setting up.
- Assist with events and setting up/dismantling furniture and equipment and make clean after.
- To liaise with other school staff/departments on premises issues.
- To respond quickly and appropriately to requests from staff and clients as necessary.
- To undertake emergency/accident cleaning.
- To ensure all site maintenance equipment is kept in a safe, clean working order.
- Ability to understand and apply regulations such as health and safety, manual handling, COSHH etc.
- To follow and implement the Academy's Health & Safety Policy at all times, by undertaking a variety of risk assessments, workplace inspections and checks and acting on any findings.
- To participate in training and other learning activities and performance development as required.
- To actively engage in the Academy's performance appraisal system.

The duties of this post may vary from time to time, as required by the Principal, without changing the general character of the role or the level of responsibility.

Site Manager

Person Specification

Professional Skills and Experience

1. Possess appropriate qualifications and/or experience
2. Basic computer literacy
3. Enthusiastic and pro-active
4. Have an interest in school facilities management and in working in a variety of areas across a large site
5. Show some evidence of professional development
6. Demonstrate an ability to raising or achieving high standards
7. Have the ability to learn and understand school facilities management issues
8. Have own vehicle

People, Relationships and Communications

1. To support the Academy's aim, ethos and policies.
2. To carry out duties in a friendly, helpful and professional manner
3. To have a flexible approach to work
4. To demonstrate an excellent record of attendance and punctuality.
5. Be able to relate to all students and staff in a positive and constructive way.
6. Be able to build constructive relationships with those using the Academy for lettings.
7. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
8. Possess good written and verbal communication skills.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. All staff appointments are subject to an enhanced DBS check and satisfactory references.