



SET IXWORTH JOB DESCRIPTION

SITE MANAGER

Line Managers job title:	Operations Manager
Salary:	Point 4 -12 of the Support Staff Scale FTE: £23,114 - £26,421
Tenure:	Permanent
Contract type:	52 weeks

THE POST

SET Ixworth wish to appoint a hardworking and enthusiastic Site Manager to start as soon as possible.

The successful candidate will ensure that the school is well maintained, safe and clean in line with Health and Safety Regulations.

The ideal candidate will have experience of working as a Site Manager/Caretaker in a school environment.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The personal competencies expected of all support staff are:

- Be creative and proactive in finding solutions;
- Be flexible and adaptive to changing needs and priorities;
- Be resilient, empathetic, calm and professional under pressure;
- Be insightful and analytical with good problem-solving skills;
- Have excellent inter-personal and communication skills and evidence of being able to build and sustain effective working relationships with staff, children, parents/carers and the wider community;
- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement;
- Be willing to contribute to the extra-curricular life of the school;

- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and children about learning;
- Passion for working with primary aged children;
- Be highly self-motivated, able to energise and motivate others;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Site Manager are:

- Understands and complies with Health & Safety Regulations;
- Proficient in the technical aspects of the post;
- Able to work with minimum supervision;
- Punctual and reliable worker.

The specific Person Specification for this role is as follows:

Criteria	How Assessed? Application (A) Interview (I) Task (T)
Qualifications / Education / Training	
1. Numeracy and literacy qualifications at Level 2 or above	A
2. Legionella and Asbestos Awareness Training	A & I
Experience	
1. Experience of and ability to work under pressure and meet deadlines	A & I
2. Experience of sourcing, evaluating and managing contractors	A & I
3. Experience in facilities/operations supervision in the education sector	A & I
4. Experience in site maintenance, compliance and caretaking activities and processes	A & I
Skills, Knowledge and Level of Competency	
1. Focused on the provision of excellent services to all customers	I & T
2. A smart worker with the ability to use systems and technology to effectively and efficiently undertake the role	I
3. Solutions provider, focused on outcomes and able to work on own initiative	I
4. Commitment to and promotion of safeguarding the welfare of children, young people and vulnerable adults and an understanding of the safeguarding practices applicable to working within a College/School environment	I
5. Ability to organise workload, prioritise and meet deadlines	I
Personal Qualities	
1. A team worker with an adaptable and flexible approach to work	I
2. Creative, imaginative and entrepreneurial thinker	I
3. Persistent and resilient approach to work, ability to meet deadlines	I
4. Enjoys working collaboratively and seeking collaborative opportunities	I
5. Committed to student success and supporting students to fulfil their potential	I

6. Continuously improving and commitment to own personal and professional development	I
Other (e.g. constraints)	
1. Physically able to carry out property inspections which may include working at heights and confined spaces	A & I
2. Full, clean, driving licence and access to transport	A & I
3. Must be able to participate in out of hours emergency call out service	A & I
4. Occasional weekend and evening work	A & I

JOB SPECIFICATION

General Responsibilities

The post-holder will be required to comply with the SET Ixworth Code of Conduct for Staff and Volunteers.

SET Ixworth is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties must be carried out in accordance with relevant Health and Safety instructions and the Norfolk County Council Caretakers Code of Practice.

The post-holder shall participate in SET Ixworth's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

Building plant and maintenance and new work

- To ensure that we always provide excellent customer service and be prepared to go the extra mile to help and assist all our customers.
- To provide a communication focal point at the site for all concerns regarding the school site and react appropriately to issues as they arise and communicating progress with staff. Maintain a friendly, approachable manner for staff, students and other customers.
- To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarms. To be available to answer emergencies outside of regular working hours and pre-planned lettings.
- To be responsible for opening and closing the school at the start and end of each day, for closing and securing the site in the event of an emergency closure or severe weather.
- Day to day supervision and line management of cleaning staff to ensure required standards are met;

- Ensure that the site always remains operational. Take a lead role as required in fire/emergency situations particularly in respect to disabled users from buildings as set out in the Emergency Plan Procedures.
- To ensure that the heating and lighting systems and other equipment are working properly, including such systems in accommodation used solely for school meals where these are common services. To regulate heating/ventilation as necessary.
- To maximise the use of school systems to ensure services and communications are delivered in the highest efficiency, effectiveness and quality standards.
- To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises and to be fully aware of and comply with all relevant policies and procedures.
- To undertake portage and handyperson duties, including moving goods and furniture, minor repairs to property, fixtures, fitting and equipment as appropriate to skill level.
- To be fully aware of and to comply with all policies and procedures relating to the Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act 1974.
- To ensure that all areas are kept clean and in a sanitary condition. To be responsible for sanitary conditions and replenish sanitary materials.
- To provide service support for public lettings as required throughout the week, including evenings and weekends, to ensure the positive image of the Academy and safety of users and facilities.
- Assist with planning and delivery of events for the site, using systems where appropriate to ensure that facilities are available and of the highest standard and that all service providers are effectively coordinated.
- To operate and maintain plant and equipment including leisure facilities under the direction of the Operations Manager.
- To undertake general duties, such as collection and distribution of mail, dealing with lost property, general cleaning of store rooms and boiler rooms, obtaining or storing equipment/materials for teaching and other staff.
- To undertake minibus driving as required (appropriate training will be given).

Health and Safety

- To report any breaches of Health and Safety regulations to Operations Manager as required and in accordance with the School Health and Safety Policy.

HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	Monday – Friday: 37 hours per week (working pattern to be agreed with the Operations Manager)
Overtime	Additional hours may be worked by mutual agreement with the Operations Manager, but additional hours will be paid at the Employee's standard rate of pay.

REMUNERATION

Salary Details:

- Scale Points 12-17 of the Support Staff Salary Scale
- FTE: £22,183 - £24,491 per annum

The post holder will be entitled to join Trust's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear workwear appropriate to the role and protective clothing will be provided by SET Ixworth where appropriate. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify SET Ixworth employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people.

Seckford Education Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed regularly as part of SET Ixworth's staffing requirements and performance management programme.