



Twyford Church Of England Academies Trust

"I have come that you might have life
and have it to the full" John 10 v10



Twyford Academies Trust CE High School

Job Description

Job Title:	Site Manager
Grade:	Grade 8
Line Manager:	Facilities Manager
Supervisory Responsibility:	Day-to-day supervision of Facilities Assistants
Hours:	Full-time (35 hours per week / 52 weeks), <i>Monday to Friday. Hours, as agreed with your line manager. Plus paid overtime for evening events and lettings, as required.</i>

Main purposes of the job

To provide a professional, pro-active facility management service to teachers, pupils, administration staff, visitors and customers renting the school premises, specifically:

- To control access and security on the school site
- To oversee all external bookings after school, at the weekends and during the school holidays.
- To provide facilities support to school and other events
- To maintain School facilities to a good standard of repair and maintenance and assist the Facilities Manager with all Health & Safety and energy efficiency related matters.
- To respond to requests made via the Facilities Help Desk
- To support the Facilities Manager in the management of all contracted-out services on a day-to-day basis.

Main responsibilities and tasks

- 1. To control access and security on the school site**
 - To secure the school site, locking all doors and windows and setting the intruder alarm to all buildings at the end of the school day.
 - To maintain security during the school day by operating the school CCTV and access control systems. To escort contractors and visitors, when required.
 - To act as key holder for the school site, and out-of-hours emergencies, as required.
 - To provide a 'goods inward service' by checking deliveries against orders and delivering goods to internal customers.
 - To manage the car park during the school day and at evening events.

- 2. To oversee all external bookings after school, at the weekends and during the school holidays.**
 - To communicate with both the Facilities Manager and the booking organisers to ensure that the facilities are open, set up safely and ready for use at the agreed times.
 - To act as First Aider during the school day, at the weekends and out of hours events including the school holidays.
 - To use the Room Booking System to organize and find booking details, dates and times of external bookings and lettings.
 - To oversee all evening, weekend, and school holiday bookings, and ensure that hirers are following the agreed terms and conditions in the hire agreement.
 - To report any concerns to the Facilities Manager.
- 3. To provide facilities support to school and other events**
 - To set up chairs, tables and staging for events, lunch sessions, communions, parent's evenings, assemblies and exams.
 - To support the re-configuration of the Main Hall, Drama studio, and other communal spaces, as required.
 - To monitor and react to Copia bookings.
 - To provide cover for evening and weekend events, including over-time working, as required.
 - To provide occasional support to teachers preparing lessons (including cutting wood, etc.)
 - To set up sports equipment as required.
- 4. To maintain School facilities to a good standard of repair and maintenance and assist the Facilities Manager with all Health & Safety and energy efficiency related matters**
 - Support the Facilities Manager to ensure that the School is compliant with all Fire Safety and Health & Safety regulations, and all other statutory, regulatory or legal requirements relating to *facilities and premises* and maintain H&S management system up to date.
 - To carry out planned and reactive maintenance work, including repairs to doors, windows, decorating, putting up shelves, notice boards and re-arranging workstations and classrooms.
 - To provide 'ad hoc' cleaning, external litter picking (in conjunction with the School's cleaning contractors) and gritting of icy/slippery areas.
 - To assist the Facilities Manager in monitoring the work of contractors and after school cleaners.
 - To carry out routine tests and tasks related to H&S compliance (flushing of water outlets, fire alarm call point testing, emergency lights testing, etc.)
 - To carry out routine maintenance to the artificial turf pitch once suitably trained.
 - To assist the Facilities Manager to manage the mini-buses, ensuring safety, security and correct use by using the checklists and only releasing the keys to approved drivers. Arrange servicing/repairs as necessary.
 - To assist the Facilities Manager with monitoring and improving energy efficiency.
- 5. To respond to requests made via the Facilities Help Desk**
 - To respond to internal customer's requests, and provide facilities services, as required.
 - To provide feedback to internal customers, if issues cannot be resolved quickly.
- 6. To support the Facilities Manager in the management of all contracted-out services on a day-to-day basis.**
 - To support the Facilities Manager in the ongoing performance monitoring of the cleaning and catering contractors and assist in the planning of periodic cleans during holidays.
 - Oversee and monitor the recycling and waste management contract and report any issues to the Facilities Manager.
 - Oversee and monitor the Sanitary disposal contract and report any issues to the Facilities Manager.

7. General duties

- To be aware of and comply with the School's policies and procedures, including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
 - To participate in training, other learning activities and performance development as required.
 - To undertake similar duties, commensurate with the level of the post and at the discretion of the Facilities Manager or Head Teacher, as are reasonably required from time-to-time.
 - To use the school's IT systems and software as required.
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Key measures of success

- Access to the School site is carefully and consistently managed during the day.
- Security measures are maintained (for example, the school is locked, and the alarm is activated at the end of each day)
- The School environment is clean and tidy, with good standards of cleanliness and general maintenance.
- A pro-active response is provided to requests for assistance from internal and external customers (the target is a high level of positive feedback through the staff survey, and no complaints).
- External bookings take place at the correct times and that the spaces in use are clean and safe and that hirers adhere to the agreed terms and conditions.
- Successful achievement of agreed personal objectives as part of appraisal process.

Signatures

Signature of Manager: _____ Date: _____

Signature of Post Holder: _____ Date: _____

Person Specification

Knowledge, Experience and Skills	Essential	Desirable
Experience in facilities maintenance	✓	
Worked in a customer service and support environment	✓	
Experience of working within a school environment		✓
Knowledgeable and skilled at performing basic repairs and maintenance tasks	✓	
Experience of working in the sports and leisure industry	✓	
Health and safety knowledge/qualification	✓	

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	

Ability to organise, plan and prioritise work, paying attention to detail	✓	
Enthusiasm for working with staff and students	✓	
Able to receive verbal and written instructions, learn how to carry out tasks and communicate to customers	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Physically fit and able to undertake physical work such as lifting and carrying	✓	
Customer focused with excellent customer care skills	✓	
Excellent attendance and punctuality	✓	
Good communication skills	✓	

Key Terms and Conditions

Pay:

Grade 8. Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26th of each calendar month.

Hours of work:

The working week is 35 hours. Core working hours are as agreed with the line manager. Overtime will be available and is likely to be required during term time. Hours of work will be subject to change depending on the service needs.

Leave entitlement:

Annual holiday entitlement of 25 days per year plus 3 days at the end of December (when the school is closed) plus 8 public holidays. Entitlement increases to 28 days after 5 years' service. Holidays are to coincide with periods when the school is closed and public holidays which will be notified from time to time.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme can be found here: www.lgps.org.uk

Probation:

All support staff appointments are subject to satisfactory completion of a 6-month probationary period.