

Job Profile

Job title: Site Manager
Responsible to: Academy Estates Manager
Salary scale: Leigh Pay Scale – H
Working basis: Full time, 52 weeks, 25 days annual leave per annum
Primary Location: The Leigh Academy

Key Responsibilities

- To ensure that the premises and grounds of the Academy are maintained and developed
- To ensure the security and fabric of all buildings is maintained at all times and be the primary contact for out of hours emergency call outs
- Manage the relationship with all FM contractors at the Academy
- To contribute to the creation of a safe, positive environment that is conducive to the promotion of learning
- Responsible for the delivery of all works, projects and compliance checks at the Academy
- Line Management of Site Staff within the Academy
- Day-to-day management of any third-party contractors
- The implementation of all LAT and Academy Policies relating to estates and facilities.

Duties

- Direct and manage the site team at the Academy including training and developing their skill sets and ensuring H&S training
- Ensure that the programme of repairs and site improvements are actioned and identify priorities to action as appropriate
- Ensure that the Academy is kept free of litter and is well presented at all times
- Ensure that lighting, heating, cleaning and general small maintenance requirements are functioning to appropriate standards
- Ensure that all utilities are managed in the most cost-effective manner whilst making sure that the environment is conducive to learning
- To monitor the work of all contractors
- To ensure that all work (maintenance and development) complies with relevant building, Health and Safety, and Statutory regulations
- To manage the Academy's minibuss fleet
- To develop, maintain and review the Premises Development Plan to provide a costed, prioritised, rolling programme of repairs and maintenance work
- To ensure that all furniture arrangements and accommodation requests are in place on time, especially for examinations
- To ensure portage provision for members of staff
- To work with the Academy Estates Manager on Health and Safety issues and the maintenance of Handsam (electronic) records
- To maintain records of premises work undertaken by staff and contractors
- Provide excellent customer service to all site users.
- Carry out minor repairs and maintenance tasks when required
- Provide site support to other sites when requested.
- To carry out other relevant duties as required by the Academy Estates Manager

Notes: It may be necessary to vary the nature/manner of execution of some of the roles outlined above. In such circumstances, any variation(s) will be agreed in writing and will only be allowed if they fall within the general scope of the roles and responsibilities of the job and the skills and capabilities of the post holder.

Person Specification

Technical competencies	Essential	Desirable	Assessed via *
The ability to demonstrate experience in working in a similar environment	✓		A/I
NEBOSH General Certificate or equivalent/willingness to work towards	✓		A/I
Experience of working in an education environment		✓	A/I
Experience of academies		✓	A/I
Knowledge and understanding of Health & Safety	✓		I
Intermediate computer skills, with use of Microsoft Office or equivalent	✓		I/T
Trade background i.e. Plumbing		✓	A/I
Demonstrable practical Building maintenance skills	✓		A/T
Ability to work hands on as well as managerial role	✓		I/T

Additional competencies:	Essential	Desirable	Assessed via *
Communication: Excellent written, analytical and verbal communication skills.	✓		A/I/T
Drive and resilience: Increases energy and effort when circumstances demand to achieve positive results.	✓		I
Influence and Negotiation: Persuades and negotiates by building common ground and listening in order to positively influence situations.	✓		I
Innovation: Generates new ideas and tries out different approaches.	✓		A/I
Response to change: Communicates changes positively and helps to make changes work by supporting others. Willingness to undertake training and obtain qualifications as required by the business.	✓ ✓		I I
Teamwork: Encourages teamwork by actively supporting others and promoting the team.	✓		I
Management: The ability to manage a diverse team.	✓		A/I
Flexibility: Willing to be flexible in line with business need. Driving licence and be ability to travel as requested in own vehicle.	✓ ✓		I I

*Criterion to be assessed via:

A = application form or CV/cover letter

I = interview questions

T = test or presentation at interview