

JOB SPECIFICATION

Job Title:	Site Manager
Location:	Gulval School
Salary:	£9,600 (£8 per hour)
Contract	Permanent
Hours of Work	To be confirmed Flexible approach to hours required.
Reporting to:	Principal & Estates Manager
Prepared Date:	November

The Company

The Adventure Learning Academy Trust, through proven practices, transforms the learning of children, raises standards and provides the highest quality learning environments, enabling learners and teaching staff to thrive and be the best. The aim is to break down the barriers that limit educational progress.

In order to ensure a high-quality learning environment, the Trust is committed to improving the standards of the buildings in which students learn. Bright Tribe Facilities Management (BTFM) are entrusted with this responsibility as the Trust's dedicated team of estates experts.

Bright Tribe FM is a wholly owned subsidiary of the Adventure Learning Academy Trust and delivers facilities management solutions across the country.

Bright Tribe FM have teams of Cleaners, Caterers, Estates and Maintenance staff as well as a strong back office support network who understand buildings and the day to day challenges faced by our people.

Our people are our biggest strength, which is why we want to continue to expand and invest in individuals and teams to create an organisation that our people are proud to be part of. We're looking for high quality, skilled people who are passionate about doing a good job so that together, we can continue to deliver the highest standard of service to our partners.

Job Summary

You will be responsible for the maintenance and up keep of the school. Your responsibilities will include everything that has to do with the aesthetics, operation and various functions of your site. The Site Manager will oversee their site ensuring it is fit for the purpose of delivering education in safe and secure premises

This is an exciting role for a candidate looking to further their career in building maintenance and facilities management.

Main Duties and Key Responsibilities

1. Maintain high standards of professional conduct and personal appearance. To work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the business.
2. Inspect buildings, grounds and equipment for unsafe or malfunctioning conditions, and carry out regular testing to ensure stat-compliance of building systems and areas.
3. Conduct periodic general preventative maintenance in conjunction with the sub-contractors, ensuring safe systems of work are in place and adhered to. Selection and monitoring of subcontracted estate services including but not limited to electrical services, boiler plant, gas services, water storage and distribution systems and firefighting equipment.
4. Respond appropriately to helpdesk calls, prioritising them accordingly. Respond quickly to emergency situations and complete reactive repairs to the building systems and fabric.
5. Maintain security of the premises including key-holding, CCTV, perimeter fencing and security systems.
6. Treatment of pathways during periods of ice and snow along with advising of site conditions.
7. Maintain health and safety standards including completing and review risk assessment and method statements, where required. Continuous statutory compliance monitoring. This includes testing, inspecting and providing certification to ensure all building elements are compliant with relevant legislation and all records are up to date and held securely on site.
8. Perform all assigned work to ensure the safety of the building's tenants and the continuous operation of the site. These will include general maintenance, cleaning and portorage.
9. Participate in training as required to comply with all health and safety rules, procedures and requirements.
10. Taking briefs, procurement of contractors and overseeing the delivery of any capital works carried out on your site.
11. Be responsive to end user complaints in the areas of safety, building fabric, building systems and environmental needs through both personal contact and helpdesk systems.
12. Act as the primary out of hours' contact and attend site as necessary for emergencies and alarm activations.
13. Be familiar with and conform to all written operating procedures associated with site.
14. Ensuring effective communication and collaboration at all levels to proactively plan their requirements, ensuring that the buildings, site and facilities are available for use whenever they are needed.

15. Day to day and strategic property advice to help the Trust make informed and confident decisions on the estate – matching occupational property current and future educational needs.
16. Purchasing of materials, equipment and services required to maintain an operational site.
17. Ensure that Safeguarding, Child Protection and Equality & Diversity policies are adhered to at all times.
18. Assist in the supervision of any estates support staff (wherever their employment rests) e.g. cleaners.
19. Perform other duties as assigned, and show flexibility in the working pattern or and provision.

Key Skill / Experience Requirements

- Desirable – Worked within education/property background, management experience.
- Experience in general maintenance such as basic plumbing, redecoration, plaster repair, basic electrical repairs etc
- Experience and training in manual handling.
- A working knowledge of relevant health and safety processes.
- Experience in the use of risk assessments and method statements.
- Experience in a customer facing role.
- Excellent communication skills.
- Attention to detail.
- Standards conscious.
- Be able to demonstrate a proactive and enthusiastic approach.

A Fully enhanced DBS check will be completed, which, in the organisation's opinion, are satisfactory and confirm that you are suitable for your proposed duties.

Benefits

- Competitive salary
- Opportunities for career progression

Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Bright Tribe Facilities Management reserves the right to revise this job description at any time.

Bright Tribe FM is an Equal Opportunities Employer