



Site Manager

Queen Elizabeth's Grammar School, Ashbourne Academy

37 hours per week, 52 weeks per year

Permanent

QEGSMAT are looking to appoint an enthusiastic, conscientious and self-motivated individual as Site Manager at Queen Elizabeth's Grammar School, Ashbourne Academy. The successful candidate will play a key role in maintaining our site and ensuring a welcoming and safe environment for the whole school community.

Queen Elizabeth's Grammar School, Ashbourne Academy is an academic and vibrant rural comprehensive school with a Sixth Form. The successful candidate will manage the site, including the Sixth form and playing fields. The 6th Form is situated on a separate site just 500 yards away from the main Academy.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has a highly successful school, with an aspirational ethos which leads to excellent levels of achievement.
- Staff, students and governors are committed to working together to build a positive learning environment, ensuring continuing success for all students.
- Our core values include hard work and personal courtesy. We firmly believe that the aim of always doing one's best is the key to sustained success.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear DBS check to an enhanced level. If you would like to be part of this exciting new project, please visit www.qegsmat.com where you will also find the job description and application form. Alternately, you can contact us at hr@qegsmat.com

If you wish to apply for this vacancy please email all completed application forms to hr@qegsmat.com.

Closing date for applications: 21st October 2018

Provisional Interview date: 26th October 2018

Actual Salary: Scale 5 £20,417 – £22,393

Potential Start date: October 2018



JOB DESCRIPTION

Post Title:	Site Manager
Responsible to:	Headteacher
Scale:	5
Post Objectives:	Ensure Queen Elizabeth's Grammar School is a safe, clean and well maintained working environment for staff and students
Other Considerations:	Flexible working may be required to accommodate workload, cover absence and attend in the event of an emergency.

Duties and Responsibilities:

- Manage day to day site operations, including building maintenance and repairs, grounds maintenance and site security
- Manage the site team in a manner, which increases knowledge, skill and performance over time, particularly in the areas of health and safety and compliance,
- Organising work rotas, including overtime and holidays for the site team
- Coordinate the caretaking team in all statutory testing and maintenance, keeping accurate records of all tests
- Monitor the site ensuring that buildings and grounds meet health and safety requirements, undertaking regular site inspections highlighting defects, incidents and risks
- Carry out temporary and/or permanent repairs to buildings and equipment within the skill-range of the team or making the necessary arrangements for professional help, placing orders for such work and ensuring that the work is carried out safely and efficiently
- Monitor and operate within the academies maintenance budget; Support and advise the Headteacher in setting the budget and maintenance plan
- Assist in ensuring best value for money from contracts and suppliers in accordance with the school policies and raising purchase orders when necessary
- Work with contractors, overseeing the quality of work completed , ensuring that high quality work is carried out before payment is authorised

- Manage lettings and other events, taking and recording bookings, ensuring facilities are set up as required
- Manage the work of the cleaning and grounds contractors to ensure that buildings and furnishings are cleaned in accordance with defined specifications
- Be responsible for energy management and monitoring, ensuring efficient operation of schools services
- Follow the schools severe weather procedures; attending site early, liaising with transport companies and communicating with the Head Teacher about site conditions

Methods of Working:

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
- Understand and comply with the school's Health and Safety Policy in the performance of their duties and responsibilities. In particular, to comply with Health and Safety and COSHH regulations at all times, wear personal protective equipment as required and develop health and safety awareness across the site;
- Carry out the duties of the post in compliance with the school's Equal Opportunities Policy;
- Understand and comply with all other relevant school policies;
- Take an active part in appraising their own work and those of the caretaking team against agreed priorities and targets in accordance with the school's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	Good numeracy and literacy skills.	Relevant qualifications and experience within discipline, or through recognised trade body. Health and safety. First aid.	Certificates
Skills	Ability to relate effectively with children, parents, Governors, staff and various community groups. Practical with good organisational skills. Ability to cope with conflicting demands, deadlines and interruptions. Able to communicate in a clear and concise manner both on the telephone and face to face. Able to prioritise and manage time effectively. Ability to meet deadlines. Basic ICT skills.	Use of Microsoft Office including Word, Excel and Outlook.	Interview

Knowledge	Awareness of health and safety procedures	<p>Knowledge of health and safety regulations including Asbestos, Legionella, COSHH, Fire and risk assessment.</p> <p>Knowledge of relevant codes of practice and/or policies, preferably in a school environment.</p>	
Experience	<p>Experience of working with teams in a leadership or management capacity.</p> <p>Experience of managing a team.</p>	<p>Experience of managing contracts.</p> <p>Experience of project management.</p> <p>Experience of supporting senior managers in respect of their responsibilities.</p> <p>Experience of managing a budget.</p>	
Personal Qualities	<p>Enthusiastic and flexible approach and attitude.</p> <p>Willingness and ability to obtain and/or enhance qualifications and training for development in the post.</p>		

Print Name _____

Signature _____

Date _____