



November 2021

Dear Applicant,

Re: Federation Site Manager – January 2022

Thank you for showing an interest in our federation site manager role. This is a role that has developed due to the federating of our infant and Junior schools in January 2020.

Our two schools are large, 4 form entry community schools, and serve our diverse and supportive West Finchley community. Although separate schools, they share the same site and most children progress from the infant to the junior school in time. The site has extensive grounds, 2 large halls, 3 dining rooms and a small swimming pool. The facilities are used extensively by clubs and a range of providers most evenings, at the weekends and in the holidays.

Now we are a federation, there is increased cross school working, sharing of resources and expertise and contracts. This is an aspect we would expect our new site manager to drive forward in order to maximize efficiency. The role is however a very practical and hands on one. We expect our sites to be beautiful places to work and learn and our site manager is instrumental in putting this vision into action on a daily as well as more strategic basis.

Our Federation business manager oversees a small premises team which includes a caretaker and site assistant. Our cleaning and catering contracts are outsourced by locally managed by our school team.

We are fortunate to have a very active Moss Hall Schools Association (PTA) who actively support our site improvement aims and will continue to do so now we are coming out of the pandemic.

This is a varied, challenging and interesting role for someone who is full of energy, who enjoys working with people and children and who takes great pride in ensuring a safe and beautiful environment for children and adults to thrive in.

We would expect you would want to visit us to see our schools, if you are considering applying. If so, please make a time with Stef Carpenter scarpenter12.302@lgflmail.org for a school tour.

We look forward to meeting you

Kind regards

Laura Wynne, Executive Head.



Moss Hall Schools Federation

Role Profile

Service:	Moss Hall Schools Federation
Location:	Moss Hall Infant and Moss Hall Junior Schools
Job Title:	Federation Site Manager – Level Five
Grade:	F
Post No.:	
Reports to:	Federation Business Manager/ Head of School/ Executive Headteacher

1. Purpose of Job:

To provide for the security of the premises and related health and safety, maintenance and cleaning within the school ensuring the schools are maintained to a very high standard at all times.

Duties include ensuring buildings and site are secure, acting as a designated key holder, arranging regular maintenance and safety checks and emergency repairs, responsibility for regular health and safety checks of buildings, grounds, fixtures and fittings and equipment and supervision or management responsibility for other facilities staff and contractors whilst on site

2. Key accountabilities/duties/responsibilities:

Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out.

- This list is not exhaustive.
- Be responsible for ensuring the security of the school buildings and site
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment
- Act as a designated key holder, providing out of hours and emergency access to the school site
- Responsible for regularly checking and operation of systems such as heating, cooling, lighting and security including CCTV and alarms
- Undertake minor repairs and maintenance of buildings and site
- Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation

- Responsible for regular maintenance checks and follow-up actions
- Purchase premises related equipment and supplies within agreed budget
- Undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations
- Ensure the operation and maintenance of specialised equipment, for example sports/theatrical/swimming pools
- Be responsible for contractors whilst on site and ensure work is completed to the required standard
- Supervise other premises staff
- Provide advice on the annual long term maintenance requirements to support a cost effective maintenance programme
- Arrange tenders and quotes and manage the appointment of external contractors. This could include the writing of specifications for work to be done

3. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

PERSON SPECIFICATION

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Knowledge, training and experience
<ul style="list-style-type: none"> ● Working at or towards national occupational standards for facilities management and knowledge/skills equivalent to national qualifications level 4 in relevant field ● Knowledge of procedures and policies in relation to school security, relevant health and safety, COSH regulations ● Significant relevant experience ● Technical knowledge and understanding of heating, lighting and security systems, procurement processes ● Supervisory/management experience ● Facilities and contract management experience ● Knowledge of the range of regulation and policies governing premises security, repairs and maintenance, health and safety, facilities and management
Skills
<p>Planning, organising and controlling skills</p> <ul style="list-style-type: none"> ● Work within school policies and COSH regulations to plan and complete work that is delivered in the short term ● Organise/prioritise own and others duties/tasks in response to changing and/or conflicting demands, such as weather conditions, blocked drains/toilets, routine checking of systems ● Oversee the work of others to ensure services are delivered effectively, such as cleaning and other site staff, onsite maintenance contractors ● Plan for preventative maintenance programmes, analysing and planning the nature and extent

of repairs and maintenance, arranging tenders and quotes and managing the appointment of external contractors

- Day to day supervision/management of building projects

Communication and influencing skills

- Understanding, influencing, empathising and communicating with people are important considerations in achieving job outcomes
- Provide advice and guidance on a range of technical and sometimes complex queries and enquiries from other site and facilities staff, teaching staff, senior leadership team, external contractors
- Build and maintain effective working relationships with colleagues, service users and other organisations to ensure the appropriate level of service is provided, such as attend joint premises meetings, recruitment interviews of premises staff
- Supervise others using diplomacy, sensitivity and empathy
- Use discretion and confidentiality at all times when in day to day contact with staff, pupils, parents and members of the local community

Initiative and Innovation skills

- Work within school objectives, business and team plans, internal policies, procedures, internal and external guidelines and statutory requirements
- Deliver a direct service to meet school needs and health and safety requirements
- Use initiative to plan and prioritise own work and that of others
- Provide advice and recommendations on longer term maintenance of school site, selection and/ordering of equipment and materials within premises/facilities budget
- Contribute to health and safety policies

Supplementary Information Form

Post Title	Federation Site Manager – Level Five
Service Area	Moss Hall Infant and Junior Schools
Job Ref Number	For office use
Budget management accountability	<p>No direct budget responsibility contributes to the management of the premises budget</p> <p>Purchase premises related equipment and supplies within agreed budget</p> <p>Arrange tenders and quotes and manage the appointment of external contractors</p> <p>Provide advice on the annual long term maintenance requirements to support a cost effective maintenance programme</p>
Staff management accountability	<p>Be responsible for contractors whilst on site and ensure work is completed to the required standard</p> <p>Supervise other premises staff</p>
Physical effort	<p>There is a daily requirement to undertake portage duties including moving furniture, heavy items and equipment and other items within the school or grounds</p> <p>The majority of the working day is spent undertaking physical activities both indoors and outdoors.</p> <p>This includes a small amount of grounds maintenance including seasonal tidying up in the gardens as required</p>
Working environment	<p>The job involves cleaning, minor repairs in toilet areas, dealing with spillages, waste collection, on a daily basis</p> <p>Seasonal requirement to clear ice and snow (schools cannot be opened unless there is a clear and safe path to and from the premises)</p> <p>This role is to be carried out in person on site. The work is</p> <p>The role includes additional hours at weekends and evenings (rota) On call duties for emergencies and alarm calls</p> <p>May have to deal with conflict situations e.g with hirers using school facilities</p> <p>Plays a key role as a point of contact with the community/ school neighbours. Contact is often made with the post holder first if issues arise</p>