



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/ Executive Head teacher

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
- 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.
- Flexibility
- The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by the 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.
- 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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Location:	Moss Hall Infant and Moss Hall Junior Schools
Job Title:	Federation Site Manager – Level Five
Grade:	F
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Reports to:	Federation Business Manager/ Executive Head teacher

About You:

We are looking for an experienced, skilled and conscientious individual to work across our friendly and vibrant Federation and specifically within our site and admin team.

Our Governors and Executive Head have a vision to ensure our schools are beautifully kept, safe and secure places for our children and staff to learn and work. As such the Federation Site Manager has a very important and integral role in working with our Federation Business manager and small site team to deliver this vision.

The day to day duties for this role take place across both Infant and Junior sites which are in fact based on one large site and include indoors and outdoor responsibilities. You will be responsible for the proactive management of the whole site ensuring that Health and Safety and Facilities compliance meets the expectations of the school leadership team, regulatory bodies, DFE (Department For Education) and our Governors. You will be required to keep an up to date management & maintenance plan.

As a result, you should be able to produce reports, initiate action plans and amend policy and procedures as necessary. Furthermore, you are expected to ensure the safety, general maintenance, cleanliness and security of both schools' properties and premises are provisioned at all times.

The Federation Site Manager is expected to manage, maintain and adjust daily, weekly, monthly and annual Health and Safety inspection schedules. Moreover, you will act as a senior Fire Warden for both schools with responsibility for Fire Risk Assessment Procedures for all buildings, ensuring that drills are conducted and reviewed. Ensuring that procedures are rightfully created, followed and amended where necessary and that all responsible persons are appropriately trained.



Knowledge, training and experience

- leadership, communication and negotiation skills
- Organised with excellent attention to detail.
- Intermediate IT skills required to create and amend reports, action plans, policies and procedures as necessary
- Having a proactive 'can do' attitude towards all tasks and issues; providing support and supervision to the site team.
- Confident in checking, verifying, managing and communicating information to the site team.
- 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, COSHH regulations
- Significant relevant experience in a similar role
- 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
- To always prioritise and be committed to Safeguarding, and the well-being and safety of all students and staff.
- Experience of working in the school or educational environments are highly desirable.
- Pool Plant Management experience is desirable



Skills

Planning, organising and controlling skills

- Work within school policies and COSHH regulations to plan and complete work that is delivered in the short term
- Experience of, or showing empathy with, working in a multicultural environment
- 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. This Includes the Cleaning Contract</p> <p>Supervise our small team of 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. The physical demands of the role include, bending, reaching , twisting, standing, moving across the sites and attending to emergencies across both sites.</p> <p>This includes a small amount of grounds maintenance including seasonal tidying up in the gardens as required</p>



<p>Working environment</p>	<p>The role 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 and includes 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>
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