



Stowe Valley
MULTI ACADEMY TRUST

JOB DESCRIPTION

SITE MANAGER	
Scale	G – Points 11 to 17
Hours	37 hours per week – Full time
Section	Estates/Support Staff
Responsible to	SVMAT Head of Estates
Responsible for	Site Assistants

Job Purpose	Under the direction of the Head of Estates, on a daily basis manage the school site and maintain a safe, clean and welcoming environment for all stakeholders whilst on site, meeting all applicable H & S standards and relevant legislation.
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Duties & Responsibilities	The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.
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General	<ul style="list-style-type: none">• To support the smooth running of the school by coordinating the practical arrangements relating to the day to day running of the school, events, after school activities and lettings• Manage the site team on a daily basis• Undertake general maintenance, both planned and reactive• Partake in and oversee statutory compliance checks and PPM schedules• Management of the school mini buse(s)• Moving deliveries around site when necessary• Ensure that the site is clean and tidy both internally and externally• Ensure a suitable level of quality and workmanship is maintained at all times• Any other agreed duties appropriate to and commensurate with the post• Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school.
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- Perform any other reasonable tasks as directed by the Headteacher or Head of Estates

Maintenance

- Take ownership for the care and upkeep of the school buildings and grounds
- Follow agreed planned preventative maintenance schedule
- Provide initial response to repairs and resolve efficiently and in a timely manner
- Liaise with approved contractors such as plumbers, electricians and general trades
- Carry out repairs, basic plumbing, carpentry, tiling, plastering, painting and glazing

Security

- Be a key holder for the school, opening, closing and alarming the site as required
- Be vigilant throughout the school day with regard to visitors entering and leaving site, challenging unknown visitors
- Report and record any security issues in the Security Log
- Be available for call-outs after hours

Maintenance Grounds:

- Ensure the grounds look their best at all times
- De-weed and maintain fencing
- Regular brush/sweep and basic upkeep of the 3G Sports Pitch
- Clear snow from exterior areas and grit as required
- Litter picking

Health and Safety:

- To have knowledge of the MAT Health and Safety Policy
- Escalate all issues to the Head of Estates and/or Health & Safety Officer
- To take reasonable care of your own health and safety and that of others around you
- Assist in recording any near misses or accidents as required
- Complete and record statutory compliance checks
- Attend annual training on Asbestos, Legionella, Working at Height, Health & Fire Safety Awareness
- Undertake online training in-line with your role and responsibilities
- To assist with fire emergency procedures as required

Person Specification:

Essential:

- Full Driving License with a minimum of 2 years driving experience
- Ability to be able to work alone and under own initiative
- Be willing to work to a high standard with an eye for detail

- Work to a high level of competency, ensuring all areas are left clean, tidy and safe upon completion
- Be able to manage time effectively
- Possess good working knowledge of building maintenance and repairs
- Good communication skills to liaise effectively with a range of colleagues
- Be smart in their appearance and wear the Estates & Facilities uniform as provided
- Attend safeguarding training and regular updates
- Adhere to all relevant school policies.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust
- Participate in the school's appraisal process.
- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and Safety policies
- Willing to be flexible with colleagues to aid and maintain site cover

Desirable:

- Experience working in a school environment
- Basic computer skills with an understanding of sending and receiving emails
- Should live within a 30-minute travel radius of Bishops Tachbrook to ensure emergency call-outs can be made within a reasonable timeframe

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES