



REF NO: POL021

Deputy Site Manager

Grade H, 37 hours per week, 52 weeks per year

Closing Date | 9.00am Friday 16th July 2021

Site Manager | Liam Grigg

Executive Headteacher | Richard Baker

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST





Job Description



Main Purpose of the Job

To take a lead role in maintaining the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities, working under the direction of the Site Manager. To organise and direct all Site Team Members and Site Contractor staff. To support the Site Manager to deliver the agreed maintenance schedule and additional projects which will further enhance the schools' facilities.

Main Duties and Responsibilities

- ▼ Operation and Maintenance (Poltair School and Penrice Academy) - to ensure the safe, efficient and effective operation of all plant and equipment and to maintain all buildings, grounds, facilities and equipment, ensuring compliance with statutory and periodic testing and examination requirements, including:
 - To oversee the development and general upkeep and maintenance of allocated sites, ensuring that all works and services are delivered by competent persons.
 - To facilitate the delivery of capital works projects.
 - To undertake regular inspections of the sites and report significant defects and remedy minor defects.
 - To monitor the operation of all premises-related mechanical, electrical, heating and water systems and other plant, including the recording of meter readings/returns as required and ensuring adequate fuel supplies. To take appropriate action to monitor and ensure proper safe levels of lighting, heating and ventilation.
 - To maintain records of all statutory compliance and other maintenance and testing and to identify shortcomings and take appropriate action or report to the Site Manager for escalation.
 - To ensure the maintenance of boundaries, footpaths, roads and rights of way within the premises.
 - Contribute to the development of the schools' premises management and accessibility plans, ensuring delivery against their targets and objectives.
 - To ensure the efficient use of energy and utilities, developing cost-effective plans for reducing consumption carbon and emissions.
 - To maintain a reporting and feedback process to ensure an effective means of identifying and recording defects, issues, requests for support and for improving service delivery.
 - To liaise with other Site staff to ensure smooth hand over of responsibilities.
 - To take delivery of consignments of stores/materials and other goods ordered by the school and undertake portage duties as required.
 - To maintain effective records and complete paperwork as required with appropriate authorisation, using the schools' electronic systems, processes and communications.
- ▼ Security - to maintain the overall security of the premises, including:
 - Ensure staff are aware of the procedures on security and the use of alarm systems.
 - Maintain an appropriate system of key holding management and response to call out.
 - Undertake periodic reviews of site security and ensure appropriate actions are followed through.
- ▼ Cleaning - to maintain the overall cleanliness of the premises, including:
 - Liaise with cleaning contractor staff to achieve the required cleaning programme.
 - To ensure collection and the appropriate disposal of all waste and refuse.



- ▼ Health, Safety and Wellbeing – to ensure a safe, healthy and productive environment and service, including:
 - To ensure a safe system of work is in place for all activities within the scope of the role and the scope of the roles of allocated staff and contractors, underpinned by effective risk assessment.
 - To maintain the asbestos register and advise staff and contractors on the management of asbestos.
 - To undertake the operation and periodic checking of the fire alarm systems and equipment and maintain the Fire Safety log book. To ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition, and to arrange the prompt repair or replacement of faulty equipment.
 - To respond to emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by the Site Manager or schools' Senior Leadership Teams.
 - To ensure safe pedestrian and emergency access, including during bad weather.
- ▼ Lettings – To manage the lettings of school premises, facilities and equipment, including bookings, indemnity, child protection and safeguarding arrangements and invoicing.

General Responsibilities for All Employees

- ▼ To attend staff meetings and Trust-based INSET as required.
- ▼ The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ▼ To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- ▼ To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- ▼ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- ▼ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- ▼ To undertake any other duties as reasonably required by the Headteacher, to ensure the efficient and effective operation of the School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date of appointment but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



Person Specification



Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> ▼ Previous experience of building and grounds maintenance work ▼ Level 2 NVQ, GNVQ or GCSE qualifications or suitable trade qualification 	<ul style="list-style-type: none"> ▼ Experience of managing health and safety in a work environment ▼ Experience of managing staff ▼ Experience of project management ▼ IOSH Health and Safety qualification ▼ Lifting and manual handling training ▼ Working at height training ▼ Asbestos awareness training ▼ Legionella awareness training ▼ First aid qualification ▼ D1 Minibus Driving Licence
Knowledge & Skills	<ul style="list-style-type: none"> ▼ Relevant practical skills ▼ Effective organisation and communication skills ▼ Adaptable, able to work under pressure and on own initiative ▼ Good standard of practical skills and knowledge of building and grounds maintenance work 	<ul style="list-style-type: none"> ▼ Good standard of practical knowledge, skills and experience of building and grounds maintenance work in a school or similar environment
Personal Qualities	<ul style="list-style-type: none"> ▼ A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection ▼ To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues ▼ Ability to undertake physically demanding work ▼ Discreet, reliable and honest 	

