**Garstang Community Academy**

**Site Operation Manager – Job Description**

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| **Job Title:** | Site Operation Manager |
| **Salary:** | Grade F; Points 26 – 31 on the NJC Pay Scale |
| **Responsible to:** | SLT, Principal. |
| **Date of Job Description:** | November 2018 |

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| **Purpose of the Role:** |
| * Responsible for ensuring effective and efficient operation of the school's site and catering teams and functions in liaison with the Principal and FCAT Central Services. * To provide plans and expert advice to the Principal in relation to the above functions to enable development of Garstang Community Academy's buildings/estate, lettings and catering operations. * To line manage staff in the site and catering teams. |

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| **Main Tasks and Responsibilities:** |
| ***General Duties***   1. To act in accordance with the academy and FCAT’s Policies and Procedures. 2. To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy. 3. To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. 4. To adhere to FCAT’s Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained. 5. To contribute to the provision of an effective environment for learning and play. 6. To support the promotion of positive relationships with parents and outside agencies. 7. To attend skill training and participate in personal/performance development as required. 8. To take care for your own and other people’s health and safety in line with school and FCAT policies and procedures.   ***Site Management***   1. Be responsible for ensuring the security of school buildings and site; 2. Act as a designated key holder, providing out of hours and emergency access to the school site; 3. Support the development, delivery and review of the Academy Business Continuity Plan and emergency procedures including Fire, Lock-down and Lock-out in conjunction with the Senior Leadership Team and FCAT Estates Lead and Health and Safety Lead. 4. Arrange for and undertake general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation; 5. Responsible for the regular checking of systems such as heating, cooling, lighting and security (including CCTV and alarms); 6. Operate the heating, cooling and lighting systems; 7. To be responsible for the internal administration of lettings of school premises and facilities. 8. Undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations;   ***Health and Safety***   1. Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment; 2. To serve as the school's Health and Safety at Work representative and attend the FCAT Estates and Health and Safety Meetings. 3. To liaise with the Heads of Department and other members of staff to ensure (1) compliance with school safety procedures and policies (2) that procedures are reviewed and revised as required (3) that risk assessment is carried out for all appropriate school activities and/or equipment and that appropriate procedures are laid down. 4. Provide and arrange annual training on health and safety issues to all staff and update training as and when required. 5. To conduct induction health and safety training for permanent and temporary members of staff, safety briefings for contractors working on school premises and as required for visitors or other persons using the school. 6. To ensure that the school has sufficient coverage in terms of first aid trained teaching and support staff. 7. To maintain necessary Health and Safety records. 8. Assist and facilitate in the production and maintenance of Academy's Health and Safety Policy plans and procedures in conjunction with the FCAT Estates Lead and Health and Safety Lead.   ***Maintenance and Contractor Work***   1. To hold overall responsibility to the Principal for the appearance, maintenance and development planning of the site, buildings, furniture and fittings in conjunction with FCAT Estates Lead and Finance Lead. 2. Responsible for regular maintenance checks and follow-up actions; 3. Provide advice and plan cost effectively annual long term maintenance requirements and make recommendations to the Senior Leadership Team; 4. Provide a degree of analysis and planning to ascertain the nature and extent of repairs and maintenance and procure contractors; 5. Arrange tenders and quotes and manage the appointment of external contractors; 6. Responsible for contractors e.g. Cleaning Services, Grounds Maintenance etc. whilst on site and ensure work is completed to the required standard; ensuring feedback is provided to the Principal and FCAT Estates Lead. 7. Purchase premises related equipment and supplies within agreed budget; 8. To hold regular tours of inspection of the site and buildings with the Principal and to ensure that action is taken to ensure high standards of appearance and maintenance. 9. In line with the Academy School Improvement plan and in conjunction with the Principal contribute to the production of bids to generate successful outcomes.   ***Line Management***   1. Day to day line management of the support staff in the site and catering teams. This includes regular monitoring of the work of individual team members and providing appropriate feedback as well as attendance management, performance appraisal and management. 2. To ensure the effective deployment of the site and catering teams to enable the most effective and efficient operation of these services to the Academy. 3. Liaise with other school staff / departments on premises issues. |
| **Indicative knowledge, skills and experience** |
| * Knowledge of policies and procedures for premises security, repairs and maintenance, technical knowledge and understanding of heating, lighting and security systems, ordering of supplies, commissioning contractors, facilities management, health and safety; * Knowledge and skills equivalent to current National Qualifications Level 4 in a relevant field or equivalent experience; * Experience of facilities and contract management and supervisory experience; * Experience in communicating orally and in writing with contractors on site and school and premises staff. |