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| Job Title: Site Manager **Job Description and Personal Specification** | |
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| **Job title:** | Site Manager |
| **Place of work:** |  |
| **Hours of work:** | 37 |
| **Salary/Grade:** | Grade D Zone 3 |
| **Reports to:** | Headteacher |
| **Level of screening:** | Enhanced DBS |
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| Who we are | |

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. [We call these our '3Ps'.](https://www.catch-22.org.uk/about/our-vision/)

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

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| Where you fit in | |
| Catch22 are seeking to appoint a site manager who will be responsible for supporting the management of the Academy premises to ensure that they provide a safe and secure environment for everybody within the school. In addition the premises should provide an environment, which actively supports the process of learning. The site manager will be line managed by the Headteacher. |
| Main Duties & Accountabilities | |

* Maintain the security of the premises by opening and closing premises (including times for lettings), managing the CCTV system, repairing doors, latches and fences to maintain a safe environment.
* Ensuring that essential services including IT, gas, electricity & water are maintained. Liaising with suppliers if there are outages or when maintenance is required.
* Undertake general repairs and maintenance around the site, inside and out, including changing light bulbs, clock batteries, door locks, woodwork, decorating, to ensure a safe environment is maintained.
* Maintain adequate supplies of cleaning materials and supplies (bulbs, Batteries etc) re-ordering when needed via the School Administration Manager, to meet the establishment needs.
* Ensure that COSHH regulations are adhered in all parts of the site.
* Maintain the appropriate storage of materials and equipment and follow the appropriate control systems for all stock items to facilitate the efficient operation of site maintenance, repairs and safety work.
* Undertake the general cleaning of the establishment

i.e. dusting, vacuuming, cleaning toilets, emptying bins, etc., to ensure a clean and tidy environment.

* To ensure any school vehicles have appropriate insurance, are well maintained and appropriate records of usage are kept.
* Ensure outside areas are kept free from litter, sweeping leaves, emptying bins etc., to maintain a clean and tidy environment.
* To support the Headteacher in the supervision of contractors undertaking work on the school premises.
* To support the Headteacher and take the day-to-day responsibility for health and safety as it applies to the premises and premises staff. To support the Headteacher in ensuring that all the annual statutory maintenance requirements are carried out throughout the year including weekly checks of the fire alarm system.
* On a daily basis, ensure the safety of the site through the term and during the school closure periods to minimise the possibility of theft and vandalism and to maintain the fabric of the buildings.
* Undertake porter duties as required including the setting up of furniture and other equipment for planned activities.
* To be available to deal with any emergency at all times and to be a nominated key holder for the fire/security alarms, 24 hours/7 days per week.
* Undertake any duties as circumstances require, or at the reasonable request of the Headteacher or extended Leadership Team.
* Complete all required documentation accurately and within agreed timescales to ensure that contract requirements are met.
* This post may involve occasional travel outside of your base area
* This post may involve some evening and weekend work
* All holidays will need to be taken during school holidays
* To accurately complete all relevant paperwork in line with company procedures
* Ensure that you read, are familiar with and follow all of Catch22’s policies and procedures and ensure that you update yourself with any new or amended policies or procedures as and when necessary
* To line manage cleaning staff and other facilities staff, if necessary.
* To take line management direction from line manager
* To act as an ambassador for Catch22, upholding and promoting our corporate values and to communicate possible opportunities for Catch22 service growth to line manager
* To undertake internal and external training as agreed with line manager and show commitment towards continuing professional development
* To undertake any other duties that can be reasonably expected of you within your job grade

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| What does good look like for this role? |

The Academy is a clean, tidy and inspiring environment. Any remedial work is completed to a high standard with minimal disruption to the students. If external contractors are required their access to site is managed efficiently.

Health & Safety visits from Catch22 do not identify any significant problems with site management.

Staff and students are able to use the facilities when required. All reports are completed with a high level of detail and submitted in a timely manner.

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| Organisational Relationships |
| Catch22 Health and Safety as well as Facilities team will work closely with you. |

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| Job Title: Person Specification | | | |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **QUALIFICATIONS** | Experience of working in a trade or engineering job. |  | Application |
| **KNOWLEDGE** | Knowledge of health and safety legislation appropriate to this work  Commitment to Equality and Diversity principals |  | Interview |
| **EXPERIENCE** | Has proven experience of working within the area of premises/site management. | Experience of managing projects | Application |
| **SKILLS & ABILITIES** | Has the necessary technical and personal skills for the post.  Is able to communicate clearly both orally and in writing.  Has demonstrated the ability to take the initiative, work independently and be able to accept responsibility.  Excellent record-keeping skills  Ability and willingness to engage in teamwork with multi-agency staff at all levels  Ability to organise time and work routines effectively to an agreed action plan in order to meet outputs and targets  Excellent written, verbal, ICT and administrative skills  Ability to undertake diagnostic assessments | Experience of plumbing, carpentry and minor electrical work. |  |
| **OTHER** | Share Catch22 values  Awareness of and commitment to Equality & Diversity  Willing to travel and work flexibly  Desire to develop and undertake training as required |  |  |