



Wakefield Grammar School Foundation

JOB DESCRIPTION

Post Title:	Site Manager
Department:	Estates
Responsible to:	Estates & Contracts Manager
Responsible for:	Line management of the Caretakers, Porters, Joiners and approved contractors.
Grade:	WGSF Grade M

Job Purpose:

- You will be required to provide the day to day management and supervision of the Estates Staff, manage the routine maintenance of buildings and sites of the Foundation schools, with particular reference to their state of repair and health & safety aspects.
- You will be expected to liaise with teaching and support staff as necessary in the performance of this function and to identify opportunities for improved service delivery.
- Produce with the aid of the Deputy Heads at each school, a summer programme of fixtures and fittings requirements and decorating schedule.

Main Duties and Responsibilities:

1. Revenue Project Work

- 1.1 In consultation with client departments, carrying out surveys and produce drawings and/or specifications.
- 1.2 These works would not normally require planning or building regulations approval but should either be necessary then preparation of such documentation would be a requirement of the post.
- 1.3 Obtaining quotations for or estimating the cost of such works, the selection, programming, deployment and control of tradesmen/sub-contractors to carry out the works. Manage the Estates budgets including invoice authorisation and coding.

2. Repairs, Maintenance, Furnishings and Fittings

- 2.1 Identifying requirements for programmed maintenance/improvement works and inspecting and deciding upon the requirements to rectify running and emergency repair works. Selecting, deploying and control of tradesmen employed on such works and identifying when such works can be carried out by in-house staff.
- 2.2 Preparing briefs/specifications for programmed servicing to all plant and equipment, including fire systems; drawing up shortlists of contractors and setting up contracts to do such work and controlling the work of appointed contractors.
- 2.3 Purchasing of furniture, fixtures, fittings and furnishings, including the selection of suppliers/manufacturers and installers; obtaining quotations, controlling the quality of installed work and matching selected products with intended use/location.
- 2.4 You will be expected to make at least weekly tours of inspection to each Foundation school, its buildings and its site. There will be an expectation for regular meetings with the Head or Deputy Head or delegated member of staff to discuss the school, its fabric, repair etc.

2.5 Management of the in-house electronic help desk ensuring that works are completed within agreed timescales.

3. Waste Disposal and Washroom Services

3.1 Control of the disposal of waste generated by the Foundation.

3.2 Managing the waste recycling and promoting green initiatives.

4. Health & Safety

You will have particular responsibility for the implementation of the Health & Safety Policy and training of the Estates staff. This will include:

4.1 Carrying out regular inspections to identify unsafe premises, plant, equipment and machinery and working conditions, practices and procedures. Advice and supervision as appropriate of necessary remedial works or action.

4.2 Advising on the purchase and use of personnel protection equipment (PPE).

4.3 Monitoring the use of materials and equipment with regard to all aspects where there are health, safety and welfare implications.

4.4 In collaboration with the Estates & Contracts Manager, the development and implementation of procedures for all aspects of health and safety issues relating to contractors working on Foundation properties.

4.5 Attending the Foundation's Health & Safety Committee meetings. Providing advice and relevant practical assistance where necessary to members of the Committees when required.

4.6 Monitoring all risk assessments in respect of school functions and trips and liaison with the staff responsible, review of regular insurance policy of school functions and trips to ensure full compliance with Health & Safety legislation.

4.7 Managing the contractor permit to work system.

4.8 Arranging induction, refresher and new training as required for the Estates team.

5. Estates Department Staff

5.1 To be responsible for the line management of designated Estates staff, including keeping records on leave, training and personal development, including carrying out annual appraisals in accordance with Foundation guidelines.

6. Budgets and Record Keeping

6.1 You will be responsible to the Estates & Contracts Manager for the production of cost budgets for areas under your control, including those budgets prepared by subordinate departmental heads. You will be responsible for controlling costs within those budgets and reporting on variances between actual and budgeted costs as appropriate. Including the ordering of services, fixture and fittings and materials.

6.2 The keeping of all records generated by the above duties.

6.3 Management of Foundation gas and electricity accounts.

7. General

7.1 Establish good relationships with staff and contractors as required.

7.2 To refer any queries or concerns to the relevant line manager.

7.3 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

7.4 Contribute to the overall ethos of the schools and Wakefield Grammar School Foundation.

7.5 Any other duties that may be reasonably required within the scope and grade of the role.

PERSON SPECIFICATION –

All qualifications, skills, knowledge and experience required are Essential unless denoted as Desirable (D).

Qualifications

- A relevant qualification in a construction based discipline minimum of NVQ Level 4 or equivalent.
- A recognised Health and Safety Qualification (NEBOSH/IOSH) (D)
- C&G Electrical apprenticeship, C&G 2391(Inspection and Testing), and IEE Wiring Regulations. (D)

Skills:

- Excellent interpersonal skills to communicate and work effectively at all levels
- Able to lead, organise, manage, deploy and motivate a team and demonstrate line management skills.
- Strong literacy and numeracy skills including Word, Excel, Auto CAD and Visio.
- A strong focus of working in a front facing customer environment
- Able to demonstrate independent thinking and problem solving abilities including design solutions.
- Able to plan and prioritise own work programmes and those of others, work to deadlines and manage conflicting priorities.
- Able to keep accurate records and work within agreed frameworks.
- Able to manage continuous professional development, staff appraisal and share knowledge with other staff and support and encourage their development.

Experience:

- Evidence of line management experience of at least 2 years.
- A Facilities Management background is preferred including experience of working with contractors
- Experience of building maintenance and equipment servicing, either educational or commercial.
- The ability to act as a project manager on small scale projects up to £80k individually or accumulatively.
- Previous trade experience e.g plumbing, electrical (D)
- Experience of operating an electronic helpdesk (D)

Knowledge:

- Understanding of health, safety and welfare regulations and best practice.
- Understanding of contract law.
- An understanding of child protection and safeguarding procedures (D)

March 2017

ADDITIONAL INFORMATION FOR CANDIDATES

- Wakefield Grammar School Foundation operates its own pay structure. The actual starting salary for this post is £28,825 per annum, with potentially more for an exceptional candidate up to £30,000 (Grade M). This post is a one year fixed term contract.
- This is a full time post. Hours of work are 37.5 hours per week, Monday to Friday 08.00 am to 4.30 pm (with a one hour unpaid luncheon break).
- Annual holiday entitlement is 4 weeks holiday per annum (increasing to 5 weeks after 5 full years' service), 10 statutory days and a further 3 concessionary days at Christmas. Holiday entitlement is pro-rata for part-time/term time posts.
- WGSF operates a money purchase pension scheme which employees are eligible to join on commencing employment depending on auto-enrolment requirements. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.
- Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (excluding the Nursery) subject to Foundation policy.
- Free school lunches (during term time only).
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, the receipt of a satisfactory Enhanced Disclosure and Barring Service Check, evidence of eligibility to work in the UK and a satisfactory health questionnaire.
- Completed application forms can be returned via the on-line recruitment system www.wgsf.org.uk or to Miss Annette Casey, HR Manager, Wakefield Grammar School Foundation, 158 Northgate, Wakefield, WF1 3UF by **4.00 pm on Monday 27th March 2017**.
- Candidates who are short listed will be invited to interview. If you have not been contacted within four weeks of the closing date please assume you have not been short listed.