

Job Description

Job title:	Area Site Manager
Responsible to:	Regional Estates Operations Manager
Responsible for:	N/A
Location:	Covering our five Hockley schools (Lift Ashingdon, Lift Plumberow, Lift Hockley, Lift Westerings, Lift Greensward)
Hours of work:	37 hours per week
Salary:	£36,124 - £44,152

Overview of the role:

The Area Site Manager has an operational role which is focused on ensuring the safe, economic and effective operation of the trust buildings and grounds within the area of control.

The main purpose of the role is to ensure that all buildings and systems are compliant, equipment is maintained, emergency repairs are carried out in a timely manner, and capital projects are managed and executed within the area of control.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Compliance

- To ensure that all schools in your area are safe, compliant and maintained to a high standard at all times.
- To ensure that the schools comply with regulations and that all equipment and machinery are regularly serviced and maintained.
- Carry out monthly compliance checks as set out in our inspection schedules.
- Prioritise and arrange repairs of non compliant issues to a budget
- Be the appointed person to manage legionella and asbestos risks.
- On a weekly basis, monitor the inspection checks carried out by the School Facilities Managers and report any incompleteness to the Regional Operations Manager and attend to any matters that need attention.
- Ensure all records are maintained in compliance with department policy.
- To control and monitor procedures, ensuring compliance with legal and customer requirements.
- Ensure the Legionella risk assessment controls and actions are monitored and closed promptly.
- Ensure fire risk assessment is carried out and maintain building fire safety systems, and ensure actions are closed promptly.

Oversight of capital projects

- Work with the school to build a 10 year assessment management plan for the school from the school condition survey and other key documentation.
- Ensure all works on the school site are completed to a good standard
- Lead on the delivery of local capital projects, manage contractors and report on agreed key areas, escalating any issues immediately through the Regional Estates Operations Manager.

- Interface with the schools on any capital project requests they may have and bring them to the attention of the Estates Development Manager and the Regional Estates Operations Manager.
- Attend pre-start meetings and project review meetings.
- Record and store accurate records of projects

Maintenance and management

- Respond to all requests received from your schools appropriately and professionally, logging and reporting actions and outcomes.
- Check and maintain equipment such as heating, fire alarms and electrics.
- Coordinating with all external contractors and suppliers to ensure that work is carried out efficiently, on time and to a high standard.
- Use Expansive to log requests and assign tasks to contractors.
- Meet with principals and school operations managers on a weekly basis to discuss any site issues and update them on any maintenance work on the site.
- Assist in training the School Facilities Managers and School Operations Managers so that they can carry out their role effectively.
- Inspect sites, internally and externally, regularly to ensure the estate is maintained to the highest standards.
- Carry out general administrative duties as directed by the Regional Estates Operations Manager.
- Build and develop professional relationships with all suppliers, service providers and customers.
- Ensure there is a full suite of suitable risk assessments available for each school site and that they are reviewed.
- Maintain plans of the buildings, including updating of plans from building works and grounds and locations of call points, fire protection and fire-fighting equipment, chemical stores, emergency shut-offs, stopcocks and meters.
- Ensure that the school's Disaster Recovery and Business Continuity Plans (DR/BCP) are in place and reviewed, and that you fully understand your responsibilities within the DR/BCP.
- To carry out reasonable tasks as requested by the Regional Estates Operations Manager and school senior leaders.

Health and safety

- Ensure that you follow the Lift School's health and safety policy at all times.
- Ensure the effective implementation and operation of health and safety controls within the schools to support the Facilities Managers and Health and Safety Manager in their roles.
- Review service record and ensure actions are completed in a timely and cost effective manner
- Keep asbestos records up to date and follow the management plan.
- Ensure health and safety audit actions are placed on Expansive FM and are monitored and closed promptly.
- Coordinate all health and safety requirements to ensure compliance with relevant Lift Schools and health and safety legislation, and support curriculum areas in the delivery of their requirements.

Environmental

- Working with the School Operations Manager to assist managing the area's waste and recycling programs and ensuring that the schools comply with environmental regulations.
- Managing the area's energy and utilities usage and implementing initiatives to reduce energy consumption and costs.

General building operations

- Act as an additional key holder for all sites within your area and attend emergency call-outs as necessary following the established Order of Responsibility in place for such matters.
- Ensure that the SFMs receive deliveries in a safe and organised manner and transport goods to the appropriate destination.

- To respond to emergency calls where health and safety issues, maintenance is required or where there is a risk of school closure has been identified.
- Ensure CCTV systems are maintained at all times.
- To obtain estimates and quotes when needed for any building or refurbishment works.
- If necessary, order supplies to make emergency repairs.

Other

- To ensure that Lift Schools' systems for monitoring and reporting Expansive are in operation.
- To work with the central team, the Regional Estates Operations Manager and the school senior leaders to ensure that outstanding customer service is being delivered.
- To carry out other reasonable tasks from time to time, as directed by the Regional Estates Operations Manager and school senior leaders.
- You are responsible for the safety of yourself and others and must not carry out any tasks for which you do not have suitable competence, having the necessary experience and/or qualifications/training.
- To work in other areas as may be requested by the Head of Estates.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties, and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others, and to appropriately report hazards, illnesses, or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our colleagues and volunteers to share this commitment. We adopt a strong, fair, and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, equity, diversity and inclusion:

At Lift Schools, we want all of our colleagues to feel included bringing their passion, creativity, and individuality to work. We value all cultures, backgrounds, and experiences, and we truly believe that diversity drives innovation.

Person Specification

Qualifications and experience	
Essential • L2 qualifications - GCSE Maths and English (Grade 4) or equivalent, or willingness to work toward Functional Skills Level 2. • Full Driving Licence • Experience of working within an environment with clear health and safety rules	Desirable • Facilities Management qualifications • IOSH Managing Safety, or equivalent qualification and relevant experience (although this will be offered as part of onboarding) • Experience managing a budget
Knowledge and skills	
Essential • Experience in premises management, building cleaning or building management, construction or project management. • Ability to prioritise, organise and plan across multiple issues. • Take responsibility for the security of a building with operational understanding of security systems. • Experience in managing relationships with senior leaders	Desirable • Experience in contract management. • Budget managing skills • Sound knowledge of building functions.
Leadership skills	
Essential • Ability to set a standard for others to follow • Ability to challenge poor standards	Desirable • N/A
Personal attributes and behaviours	
Essential • Ability to prioritise and manage time to meet customer requirements. • Ability to follow and comply with instructions on equipment and/or materials usage. • Willingness to work as part of a team. • Ability to work to deadlines. • Ability to manage own work effectively. • Able to use own initiative. • Ability to carry out health and safety checks and implement corrective measures, and maintain relevant records. • Willing to work outside of normal hours if required. • Willing to undertake relevant training. • Willingness to travel to other schools and attend meetings weekly.	Desirable • Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: ○ Share ideas early, often, and honestly ○ Embrace constructive disagreement ○ Value ideas, not ego ○ Be curious and open to new ideas ○ Focus on facts and reason

Special requirements

- Successful candidates will be subject to an enhanced Disclosure and Barring Service Check.
- Right to work in the UK.
- Evidence of a commitment to promoting the welfare and safeguarding of children and young people.
- Show commitment and a forward-thinking approach to drive forward equality, equity, diversity, and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.