



Regional Senior Site Officer

JOB DESCRIPTION

Role Purpose:

The purpose of this role is to support the Region in providing a high quality, value for money, safe environment for staff, students and visitors.

Key Accountabilities:

Reporting to the Regional Facilities Manager, this post holder will be accountable for

Supervision: Regional Site Officers, Cleaning Supervisors, Cleaners (where required), Apprentices

Health & Safety

- To support with the management, monitoring and risk assessment of the operation of all estates activities and services including compliance of external contractors to meet the requirements of the trusts health and safety policy.
- Support with ensuring that all building related risk control measures including fire safety, legionella, asbestos, waste disposal, COSHH, statutory licences and electrical testing is managed and controlled effectively to meet current legislation.
- Ensure as far as reasonably practicable that the academies environments are safe for all uses.
- Actively promote a strong Health and Safety culture across the site teams and the wider academies.
- In the absence of Regional Management, deputise as the Health and Safety manager in each Academy contributing to the Health and Safety Policy and the Health and Safety Committee.
- Ensure that the Regions facilities meet DDA regulations and is accessible to all.

Environmental

- Promote estates activity towards increased sustainable practice and implement strategy to reduce the regions impact on the environment.
- Be actively involved in the carbon management plan working with external bodies.
- Support with ensuring the efficient use and programming of heating systems.
- Support with managing Waste management including recycling and hazardous waste.

Business Continuity

- To support Regional Management with risk managing any facilities related threat to continuity. Support with the implementation of procedures and pre planned recovery plans including the 'out of hours' emergencies, winter weather precautions, duty officer and call out procedures.

This document was approved as follows	
People Development Director	Date: 01/04/20
Version	1.0



- Contribute to the production, implementation and testing of Regional Business Continuity Plans and Risk Management

Human Resource Management

- Effectively supervise site staff for productivity and effectiveness including performance monitoring and devolved responsibility.

Finance

- Ensure value for money from all procured services and supplies.
- Work within the annual financial budget
- Support with the management of an asset management data base
- Support with the production of long-term asset replacement plans

Security

- Support with key holding duties including locking and unlocking where required.
- Support with the management of the physical security of buildings and assets.
- Support with the risk assessment and implementation of security strategy
- Support with the management of CCTV systems including monitoring and adherence to data protection.

Maintenance

- Ensure that reactive and proactive procedures are maintained to uphold high standard of service level.
- Identify and report any repairs, maintenance or replacements that require action.
- Carry out basic maintenance work following appropriate training.
- To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building equipment and furniture.

General maintenance of building: -

Plumbing i.e., leaking taps

Joinery i.e., boarding up broken windows.

Painting/Decorating

Plastering to small areas.

Re-glazing to ground floor level.

Electrical i.e., make safe broken light switch/sockets plugs.

Tape over or isolate from further use. Report repair at earliest opportunity

Gas Leaks etc isolate, turn off gas supply. Report repair at earliest opportunity.

Others as necessary within the capabilities of the post holder.

Clean lights and light fittings.

- Check and replace faulty lights, tubes and starters on a regular basis. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse.

This document was approved as follows	
People Development Director	Date: 01/04/20
Version	1.0



- Ensure that the estates request system is performance measured and operates to a high standard of user satisfaction.
- Maintain furniture sufficiency and welfare facilities.
- Support with the management of the inter site delivery requirements including internal and external mail.
- Support with the management and the maintenance and servicing of regions vehicles.

Cleaning.

- Successfully supervise the cleaning teams both 3rd party and in house including standards, service levels, equipment and consumables.

Premises Development

- Proactively identify improvements to the regions estates and contribute to the Academies property strategy planning.
- Deputise for regional management in managing projects, building works, refurbishment programmes and relocation projects where required.

Information & Communication

- Support with the management of IT systems to record and monitor Estates data.
- Maintain shared paper and electronic file resources including Building information, CAD drawings 'As built' drawings, technical information, Cyclical maintenance, Planned preventative maintenance, CAFM, Condition surveys and space utilisation.

ADDITIONAL DUTIES

- Comply with and assist with the development of policies and procedures relating to child protection, Health & Safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others
- To have an understanding of and work within the requirements of GDPR at all times and comply with E-ACT policy in terms of data protection.
- Fully support and at all times uphold the policies and positive ethos of the academy and the E-ACT Trust
- E-ACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To undertake any other duties appropriate to the grade of the post as requested by the Regional Operations Director.

This document was approved as follows	
People Development Director	Date: 01/04/20
Version	1.0



Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity, and Inclusivity

To undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

This document was approved as follows	
People Development Director	Date: 01/04/20
Version	1.0



PERSON SPECIFICATION

Whether you're a 3-year-old in nursery learning to explore the world around you, an 18-year-old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you.
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time.
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

OUR VALUES

Thinking Big	• Show energy, enthusiasm, and passion for what you do • Demand the highest quality in all that you do, and in the work of your team • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work
--------------	--

This document was approved as follows	
People Development Director	Date: 01/04/20
Version	1.0

	• Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	• Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	• Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

This document was approved as follows	
People Development Director	Date: 01/04/20
Version	1.0



KNOWLEDGE, EXPERIENCE & SKILLS

Requirement

E – Essential

Assessed at

A – Application Stage

D – Desirable

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Maths & English GCSE or equivalent or willing to work towards	X		X	X	X
	Relevant maintenance/trade qualification or willingness to work towards	X		X	X	X
	IOSH or recognised equivalent Health and Safety qualification	X		X	X	X
	Commitment to professional development	X		X	X	X
	Knowledge of Health & Safety regulations and how they apply in a school environment	X		X	X	X
	Knowledge of building cleaning standards	X		X	X	X
Experience	Experience of a range of caretaking and cleaning duties	X		X	X	X
	Experience of managing/supervising staff	X		X	X	X
	Experience of providing/supervising building maintenance	X		X	X	X
	Experience of procurement and financial processes	X		X	X	X
	Experience of emergency planning	X		X	X	X
	Experience of working in an educational environment		X	X	X	X
Skills	Ability to work effectively and supportively as a member of the regional and Academy teams	X		X	X	X
	Ability to act on own initiative dealing with any unexpected problems that may arise	X		X	X	X
	Ability to carry out minor repairs	X		X	X	X
	Ability to identify work priorities effectively	X		X	X	X

This document was approved as follows	
People Development Director	Date: 01/04/20
Version	1.0



	Willingness to drive the Academy minibus as and when required. A clean licence with category D1 is required or willing to work towards		X	X	X	X
--	--	--	---	---	---	---

This document was approved as follows	
People Development Director	Date: 01/04/20
Version	1.0