

**NORTHERN STAR ACADEMIES TRUST**  
**Eastwood Community School and Holycroft Primary School**

**JOB DESCRIPTION**

---

<b>Title of Post</b>	Keighley Hub Site Manager
<b>Salary:</b>	Band 7 - points 11 to 17 (£21,748 to £24,491) plus out of hours allowance £2,250
<b>Line Manager and responsible for reviews:</b>	Business Manager / Headteachers
<b>Hours of work</b>	37 hours per week (flexible) – all year round

---

**Professional Responsibilities for all Associate Staff:**

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head of Academy or Line Manager subject to appropriate competence and training

**Overall Responsibility:**

To lead, develop and implement all facilities services and Health and Safety procedures which support the work of the schools in collaboration with leadership as appropriate. This will include the day-to-day management of cleaning staff, the oversight of outside contractors on-site, and ensuring that the school is a safe and secure environment.

**Main Duties / Responsibilities:**

**Operational Duties**

1. Be a major key holder for the school sites in the Keighley Hub, including out of hours where necessary.
2. Line manage the cleaning staff, including recruitment, induction and appraisal.
3. Contribute to the site management and maintenance work, where necessary, thereby ensuring that the schools are always maintained to the highest standards.
4. Ensure the highest standards of cleaning.
5. Liaise with outside PFS/contractors and Bradford Council as required with regard to:
  - General maintenance
  - Grounds maintenance
  - Equipment maintenance
  - Refuse removal
  - Building maintenance and refurbishment
  - Contracts and tenders
  - Health and Safety
  - Service agreements/inspection reports.
  - Energy management, heating schedules and maintenance of heating plant
  - Monitoring of premises contracts
6. Delegation of works to PFS/contractors and other outside agencies where applicable and responsibility for the management of this.

7. Support and advise the schools in the Keighley Hub with maintenance and Health and Safety requirements / inspections;
8. Oversee Health and Safety practice on site liaising with NYCC Hands Service to arrange audits/inspections and ensuring recommendations are implemented as appropriate.
9. Work with the Business Manager to ensure the Continuity Plan is up to date in relation to the Evacuation Plan, Lockdown Procedures and emergencies in school.
10. Co-ordinate the risk assessments for the schools.
11. Be available for the occasional emergency call out and the distant communication support for lone workers.
12. Manage lettings.
13. Ensure the security of the site and buildings at all times and help to improve the safety of all students and staff.
14. Liaise with the Headteacher, Business Manager and Police over break-ins, vandalism and insurance claims.
15. Advise on Health and Safety issues as and when required.
16. Engage in appropriate staff development and training relevant to the post.
17. Travel between both sites as necessary.

### **Communication**

- Communicate effectively with other members of staff and pupils within the school. Welcome contractors onto the site and check clearances and paperwork such as Risk Assessment's and method statements and these are followed.

### **Safeguarding**

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

### **Health & Safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately

**This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.**