

## **GARTH HILL COLLEGE JOB DESCRIPTION**

<b>POST:</b>	Site and Events Manager
<b>HOURS:</b>	37 hours, 52 weeks (all year round). Some flexible working.
<b>RESPONSIBLE TO:</b>	Principal and Governors of the College
<b>REPRESENTATIVE FOR:</b>	Deputy Site and Events Manager, Site Controllers/Assistant Site Controllers/Lettings Assistant

### **Main Purpose of the Job:**

- As a member of the College's Senior Team, to be responsible for all aspects of site and estate management of Garth Hill College, including Sixth Form and Rise@GHC.
- To lead and manage the College's Site Support Team, directing and coordinating their work as appropriate.
- Ensuring that correct process, procedures, protocols and policies are adhered to in respect of all site and estate management, including lettings and hire, and all related health and safety requirements, including compliance with all legal and other external requirements.
- In addition, to work closely with the College's managers to ensure the smooth running of the College all year round.
- To be responsible for the general professional development of the College's support staff, and all matters related to the management of the College estate and facilities.

### **Liaison with:**

Principal, Vice Principal(s), members of the College's Senior Team, Faculty/Subject Leaders, Chair of Governors and committee chairs, Local Authority, external third parties, contractors and suppliers, and other members of the local community as appropriate.

### **Main Duties and Responsibilities:**

- To lead the provision of an educational environment that supports the realisation of the College's aims and vision and ensures effective day-to-day operation.
- To take responsibility for the correct functioning of all those processes and systems which are necessary for securing a high-quality environment for all users of the College's facilities.
- To plan for and manage preventive maintenance of the estate.
- To manage energy and services (eg. fuel, water etc.) and ensure effective use. This to include providing regular reports, analysing patterns and trends, and liaising with the Principal, Business Manager and Governor committees as required.
- To work with the College's Business Team in managing the letting and hire of college premises and facilities to ensure optimum usage and income generation and to liaise with hirers ensuring that end users requirements are met, liaising with the Business Team and caterers as appropriate.
- To work with the College's Marketing and Communications Officer to promote the letting and hire of college premises and facilities.
- To regularly monitor, review, evaluate and manage the physical condition of the College's estate, including learning spaces, so that they meet Health and Safety requirements and provide an inspiring and stimulating environment.

- To liaise with all visitors to the site concerned with buildings/grounds, energy, refuse disposal, maintenance etc. and to ensure that all agreed standards within contracts are met and access is provided.
- To act as College liaison with catering, cleaning and other externally contracted services on the College's site and estate.
- To ensure acceptable standards of grounds maintenance and infrastructure.
- To manage the Site Support Team, directing their work as required, and overseeing job descriptions, rotas/holiday schedules etc. To report to Principal, Business Manager and/or HR as required.
- To be responsible for the day to day management of the Repairs and Maintenance element of the College Budget.
- To work with the Senior Team on a day to day basis with regard to site management responsibilities and other college activities.
- To liaise closely the Principal and the College's Business Manager in respect of site and environment issues that have a business/financial implication, advising in a timely manner so that priorities and needs can be reflected and addressed in budget planning.
- To produce, manage, monitor, review and evaluate a costed site and estate maintenance plan, identifying priorities in the short and long term, and advising Principal, Business Manager and governors accordingly.
- To produce reports as required (eg. for budget purposes) for Principal, Business Manager and governor committees (eg. Finance Committee).
- To attend and service the Governors Finance/Environment Committee as required. This includes the presentation of site management reports to meetings of these committees.
- To manage the upkeep and use/hire of the College minibuses.
- To collate and monitor all accident records, and review and evaluate patterns/trends accordingly.
- To develop and maintain links with the LA Health and Safety Officer.
- To act as the premises license holder.
- To maintain the DFE Good Estate Management for school's documentation
- All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.
- To carry out any reasonable duties as determined by the Principal

#### **Health and Safety:**

- To act as the College's Health and Safety Officer.
- To act as the college's representative on health and safety matters, advising management and Governors on legal requirements, chairing working groups/meetings on health and safety as appropriate, meeting with trade union safety representatives and ensuring regular

inspections of the site to maintain acceptable standards.

- To write and keep under review the College's Health and Safety Policy.
- To be responsible for the maintenance of emergency procedures and systems, fire and alert evacuation etc. (eg. Broadmoor, lockdown procedures etc.).
- To lead in the production, monitoring and review of the College's risk management plan, and advise governors and Principal accordingly.
- To direct and supervise site personnel in security work.

**Premises:**

- To develop, manage and implement maintenance programmes.
- Review services, costs and marketing of facilities with the Principal, Governing Body and other key staff as appropriate.
- To manage the College site ensuring regular inspections, a good standard of repair and maintenance, efficiency of plant and services, commissioning contractors and ensuring value for money, liaison with and instructing BFC Property/Buildings unit.
- To maintain and promote security within the College, including training on and monitoring of the CCTV and alarm system and to write and keep under review the school's security policy.
- To maintain fire equipment and records of practices and alarm tests, and initiate regular fire practices and liaise with Fire Officers.
- To liaise with BFC Property Services and contractors through the LA in the development of any new or capital works.
- To prepare costed short, medium and longer term maintenance and improvement plans.
- To work with the Principal and Governors on the development of long term plans for the efficient and effective use of the site and advise accordingly.
- To work with Site Support Team and other key staff to ensure damage, litter and other negative environmental impact is well managed on a daily basis and the site is well presented at all times.

Name: .....

Signature: .....

Date: .....