

**Site Manager**

**Central Hub Brighton**

**Bespoke Education | Positive Relationships | Preparation for the Future**

**Vision Statement**

Central Hub Brighton is committed to delivering a bespoke alternative education for each and every pupil, where developing positive relationships is paramount. A firm emphasis on improving pupil well-being, self-confidence and engagement, using a trauma-informed model so that good personal and academic progress is achieved, will always remain a central priority. This is supported with high quality teaching and excellent pastoral care.  We want our pupils to acquire and develop key skills and values which prepare them for the future.

The Central Hub Brighton is the SEMH specialist provision for the city consisting of Brighton and Hove Pupil Referral unit and The Connected Hub and has three bases across the city. We have good links with other educational organisations in the city. We have an enthusiastic staff team and strive always to ensure our learners have access to the best possible educational experience in order that our students can overcome any barriers they have had to learning in the past. The Central Hub is committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity. We expect all staff and volunteers to share this commitment. Please note that this post is exempt from the Rehabilitation of Offenders Act 1974, and is subject to a Disclosure & Barring Service (DBS) Check.

The Central Hub Brighton are committed to the principles of Equality and carry out duties in accordance with the Council’s Inclusive Council Policy. For any other details please contact Sam Barber – Tel: 01273 542050, Email: **recruitment@chb.org.uk**

**Job title**: Site Manager

**Salary**: SO1/2 £33,366 - £37,938

**Hours**: 37 Hours / 52 weeks per year

**Contract type**: Permanent from Feb 17th 2025.

**Reporting to**: Business Manager

**Main purpose**

The Site Manager is responsible for:

* Good knowledge of statutory legislation and compliance.
* Maintaining clean, safe and secure school premises over three sites In Brighton and Hove, which includes buildings and grounds
* Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, porterage, and repairs, minor electrical and plumbing works
* Promoting health and safety around the school
* All other aspects of site management, such as supervising external contractors, and site use and development planning

**Duties and responsibilities**

**General duties**

* Carry out porterage duties, such as moving furniture and equipment around the school
* Maintain the general school premises, furniture and fittings, and report any issues to Business Manager.
* Carry out repairs and DIY projects
* Advise on site development projects and make recommendations on site use

**Cleaning**

* Oversee the daily cleaning of the premises and ad-hoc duties, such as litter picking and arranging the disposal of waste
* Carry out emergency cleaning duties, such as gritting and cleaning up spillages
* Arrange for an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
* Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

**Security**

* Lock and unlock the premises as required, including out of school hours when necessary
* Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
* Advise the headteacher on all matters relating to school security and safety

**Health and safety**

* Ensure a safe working and learning environment in accordance with relevant legislation
* Carry out / oversee and record regular health and safety checks across sites including on legionella risk, play equipment, safety equipment, and any hazards on school premises; Carry out Fire Risk Assessments and liaise with the Local Authority where necessary. Report any concerns back to Business Manager
* Provide safe access to the school in cold weather conditions, monitor stock levels
* Monitor the work of contractors, ensuring safe working practice and quality of work

**Responsibilities**

* Be committed to the safeguarding and promotion of the welfare of children and young people
* Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
* Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communication with all staff and other agencies/professionals
* Recognise own strengths and areas of expertise and use these to advise and support others
* Participate in training and other learning activities and performance development as required
* Add any other responsibilities of particular relevance to your school
* Ensure contractors and external visitors comply with security and health and safety while on school premises

Do not be deterred from applying if you do not have school / educational experience, training will be available for the right candidate.

# Person specification

| criteria | qualities |  |
| --- | --- | --- |
| **Qualifications** |  | Essential = E / Desirable = D |
| **Experience** | * Caretaking * Building maintenance * Security, including alarm systems * Cleaning work * DIY * Working in a team * Working with contractors | D  E  D  D  E  E  D |
| **Skills and knowledge** | * Full drivers licence as travel across sites will be necessary * Good knowledge of health and safety regulations * Ability to work flexibly, independently and as part of a team * Ability to plan, organise and prioritise * Good computer skills * Able to carry out small building projects | E  D  E  E  E  D |
| **Personal qualities** | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Embraces change well * Deals with difficult and challenging situations effectively and with a smile. * Able to work flexibly and out of school hours as required | E  E  E  E  E  E  E  E |
| **Physical requirements** | * Be reasonably fit to carry out the duties of the job * Able to carry out some manual handling and lifting * Able to carry out work at high levels using appropriate equipment | E  E  E |

You must be prepared to implement the Council’s Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the Council’s Equalities Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

**Please express your interest directly to** [**recruitment@chb.org.uk**](mailto:recruitment@chb.org.uk)

**Closing date for applications: 9th December 2024**

**Interview date: 16th December 2024**

**Important Information**

**School Visits**

We warmly welcome potential applicants to visit the school. To arrange a visit please contact a member of our school office team on 01273 542050 or email sambarber@chb.org.uk

Please return your completed application form to: recruitment@chb.org.uk

We are unable to accept applications via post or CVs.

**Shortlisting of candidates and interviews**

Shortlisting 10th December 2024 and interviews 16th December 2024.

**Closing date for applications: 9th December 2024**

Emailed letters will be sent to shortlisted candidates and, if permission is given, your referees will then be sent a reference request. Interview date will be 27th march 2024.

**Salary**

SO1/2 £33,366 - £37,938

**Safeguarding**

The Management Committee are committed to safeguarding and promoting the welfare of children and young people. In order to ensure this, our recruitment and selection policy is in accordance with both local and national guidance.

**Encouraging a diverse workforce**

Our city is known and loved for its diversity. Not only is the mixture of people, culture and skills vital to the economic and social development of the city, it's what makes Brighton & Hove such a great place to live, work and visit. We are committed to developing and retaining a workforce that is representative of the diverse communities we serve so we welcome applications from individuals from all backgrounds. In order to achieve our aims of proportionate representation, we particularly encourage applicants from a BME or White Other background as well as those who identify as disabled, male or trans.