



Acorn
Education Trust



Clarendon

Job Description

Job Title: Head of Site

Reporting to: Head of Support Service

Main requirements include:

- Responsible at a strategic level for the management of the School's buildings, facilities and grounds
- Leadership of staff, harnessing and developing the talent of the team to achieve organisational objectives
- Managing employee performance
- Produce project plans with detailed profiled expenditure suitable for budgeting and control purposes to ensure that costs are contained within pre-defined limits, present the plans then schedule, organise and deliver
- Deliver value for money services by maximizing the use of resources and implementing streamlined and efficient processes
- Prepare premises management systems and programmes of work for employees
- Monitor output, completion and quality; in budget and on time
- Ensure that procedures and policies are implemented and adhered to in the workplace
- Conduct regular reviews of arrangements with contractors to ensure Best Value and high standards of service from contractors

Personal Requirements include:

- To offer a range of trade skills to be used on site
- Lead and influence a dynamic Facilities Team
- Able to work under pressure and to meet deadlines, prioritising and scheduling effectively and efficiently
- Ambitious, forward looking and have the ability to work effectively as part of a team
- Energetic, enthusiastic and dynamic
- Effective and positive communication skills
- Able to handle problems quickly and efficiently
- Able to engender positive energy, creativity and teamwork among employees
- Able to make effective decisions

You will be required to perform duties other than those given in the job description for the post.