



ROLE SPECIFICATION

Our vision for all children and young people at Royal School for the Deaf Derby is to:

- have confidence in developing their own deaf identity and their sense of belonging
- feel safe, happy and cared for in an environment where all children are listened to, can express their views and are understood whatever their preferred communication
- be challenged to achieve their best through excellent teaching, a comprehensive curriculum and a wide variety of experiences from Early Years to 16 Plus
- work in an environment that encourages lifelong learning, and equips our children and young people with the tools and skills to achieve
- be tolerant and inclusive, so all children and young people are able to build effective relationships based on empathy, friendship and respect
- enjoy excellent access to communication support

TITLE OF ROLE

Campus Manager

£31,364 - £40,221 pa (depending on qualifications and experience)

RESPONSIBLE TO:

Headteacher (H&S Responsible Person)

DIRECT LINE MANAGEMENT

- Housekeeper
- Maintenance Worker
- People working under Contracts for Services falling under the remit of the role (campus maintenance, H&S etc.)

OVERALL PURPOSE

- Ensure School premises and equipment is safe, secure and fit for purpose
- Assume delegated responsibility for Health & Safety matters including acting as the School's Health and Safety and Fire Officer
- Meet and wherever possible exceed the National Minimum Standards for Residential Special Schools as they relate to premises
- To ensure timely communication of Health and Safety matters to the Headteacher (Responsible person)

KEY AREAS ACCOUNTABILITY

- Health & Safety, Facility & Property Management
- To organise and maintain all health and safety documentation as required by OFSTED education, OFSTED social care and our external health and safety expert



MAIN DUTIES AND ACCOUNTABILITIES

FACILITIES & PROPERTY MANAGEMENT. TO:	
	<ul style="list-style-type: none">• Ensure the school site, grounds and buildings are safe, secure and fit for purpose
	<ul style="list-style-type: none">• Manage the day to day activities of the maintenance worker providing cover and assistance where needed
	<ul style="list-style-type: none">• Manage the activities and performance of the housekeeping team
	<ul style="list-style-type: none">• Manage those working providing contracts for services relating to campus maintenance and improvements for example, plumbers, builders, joiners, electricians
	<ul style="list-style-type: none">• To maintain and improve systems for planning whole campus maintenance and compliance activities for example, maintaining and updating maintenance planning software applications
	<ul style="list-style-type: none">• Maintain and improve processes for staff raising works orders
	<ul style="list-style-type: none">• Act as principal contact with architects, builders and surveyors on material building and renovation projects; act as principal contact with HMI inspectors and their agents for matters relating to premises
	<ul style="list-style-type: none">• Provide for the efficient maintenance, safety, risk assessment and security of the school and its grounds
	<ul style="list-style-type: none">• Advise on and cost major and minor repair works as agreed with the SLT and School Governors
	<ul style="list-style-type: none">• Liaise and maintain relationships with suppliers, contractors and hirers of the school premises and deal with any problems as they arise
	<ul style="list-style-type: none">• Organise and oversee out a planned programme of campus refurbishment
	<ul style="list-style-type: none">• Be a key holder and point of contact in an emergency callout situation. Carry out specified procedures in the event of fire, flood, breaking and entering, accident or major damage.
	<ul style="list-style-type: none">• Ensure all maintenance equipment is in a safe and efficient working condition and take out of use any equipment known to be faulty and arrange repairs, advising the Headteacher of any problems and progress
	<ul style="list-style-type: none">• Organise routine and statutory checks on all minibuses to make sure they are safe and fit for use; ensure all minibus drivers are trained and competent
	<ul style="list-style-type: none">• Alert the Headteacher to any risk to a breach of health and safety
	<ul style="list-style-type: none">• Ensure that the fire alarm, intruder alarm and the CCTV are kept in good order and maintained regularly
	<ul style="list-style-type: none">• To secure and lock-up buildings at the end of the school day during term time: to ensure arrangements are in place to secure the campus and lock-up in non-term time
	<ul style="list-style-type: none">• Ensure security arrangements for the buildings and campus are robust and meet the needs of pupils and staff
	<ul style="list-style-type: none">• Organise the storage and disposal of electrical goods no longer in use
	<ul style="list-style-type: none">• To oversee arrangements for the storage and disposal of waste including clinical, chemical, electrical and confidential waste in line with statutory obligations and good practice
	<ul style="list-style-type: none">• Ensure the school minibuses are checked, serviced and road legal at all times

HEALTH & SAFETY

The Campus Resources Manager will assume delegated responsibility for Health and Safety matters including acting as the School's Health and Safety and Fire Officer. In addition they will be expected to:

- Work in close liaison with the School's Health and Safety Responsible Person (Headteacher), external Health and Safety Experts and advisers to ensure risk assessments are robust and control measures implemented
- Assume delegated responsibility for compliance to statutory regulations across key areas of risk for example, fire, fixed wire testing, gas safety, legionella, asbestos
- Be responsible for ensuring health and safety arrangements are robust and meaningful to the population of children and young people and staff using the campus
- Ensure the school's written health and safety policy is fit for purpose, clearly communicated, accessible and available to all people
- Ensure health and safety policy is embedded in everyday practice and subject to review and assessment at regular intervals or as situations change – whichever is the sooner
- To advise on and write risk assessments, implement control measures and reviews within own competence
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Governors and where appropriate the Health and Safety Executive
- Monitor accident reporting and accidents, investigating where appropriate and minimising hazards
- Lead the Health and Safety committee, collate, analyse and present data, formulate agendas, act on action points
- Participate in annual health and safety reviews with the school's designated health and safety expert and take responsibility for implementing recommendations
- Check all staff using their car for school business purposes and all minibus drivers provide accurate documentation for insurance purposes and are competent drivers
- Carry out risk assessments for individual staff members for example, waking night workers, expectant mothers, staff who have disabilities or continue to work under a Fitness to Work Statement or under the advice of an occupational health specialist
- Identify and organise routine and ad hoc training for staff on health and safety matters
- Carry out regular detailed health & safety inspections both inside the building and the school grounds.

KEY: **A:** Application form **I:** Interview/selection & assessment activities
R: reference and other employment checks **C:** Certificate

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	MEASURED BY:
NEBOSH National General Certificate or willing to start working towards this as soon as practicable after appointment	E	A/C/I
IOSH Managing Safely	D	A/C
Professional membership to IOSH or IIRSM	D	A/C
A good level of general secondary and/or higher education including Mathematics, English and IT	E	A/C
A full, clean UK driving licence	E	A/C
Minibus Driver Awareness Scheme certificate or willing to start working towards this as soon as practicable after appointment	E	A/C/I
British Sign Language Level 2 or willing to start working towards this as soon as practicable after appointment	E	A/C/I
EXPERIENCE	ESSENTIAL OR DESIRABLE	MEASURED BY:
Managing Health and Safety in an educational setting	D	A/R
Project management	E	A/I/R
Co-ordinating teams and activities	E	A/I/R
Working with a diverse range of professionals	D	A/I/R
Participating in programmes of continuous professional development	E	A/I/R
Using management information systems and software applications to organise and complete activities	E	A/I/R
Collating and presenting data across a range of activities	E	A/I/R
SKILLS		
Highly organised and able to work to deadlines	E	A/I/R
Able to work effectively and supportively as a member of a team	E	A/I/R
Ability to identify work priorities and manage own workload, ensuring that lower priority work is kept up to date.	E	A/I/R
Ability to identify causes for concern and take appropriate action	E	A/I/R
PERSONAL ATTRIBUTES	ESSENTIAL OR DESIRABLE	MEASURED BY:
A team player, willing to help colleagues & work with flexibility to provide additional help and cover where need be	E	I
Stamina and determination to realise long term projects	E	I
A keen interest in furthering own competencies and qualifications	E	A/C
Personal qualities	Essential/Desirable	Measured by:
Ability to demonstrate proactivity and sound decision making processes	E	A/I/R
Ability to demonstrate reliability, discretion and self-motivation	E	A/I/R

Willingness to participate in further training and development opportunities offered by the school to further knowledge.	E	A/I
A previous work history demonstrating good timekeeping and reliability	E	R
Able to argue ones case rationally	E	A/I
Able to manage own stress levels and sensitivity to stress in others	E	A/I
Physical and Mental Health	Essential/Desirable	Measured by:
The ability to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010	E	A/I/R
Own physical and mental health does not constitute any risk to the health, safety or well-being of others or jeopardise the continuity of support the role provides to the school	E	A/R

SUMMARY TERMS AND CONDITIONS

37 hours per week, Monday to Friday. Some weekend and unsociable hours depending on project work and emergencies.

The holiday entitlement is 25 days plus bank holidays and three Principal's days over the Christmas period. Holidays can be taken in or out of term time ensuring cover for upcoming or ongoing projects.

Hours	37 per week							
Term Time: 39 weeks - 5 weeks holiday & Bank Holidays					Non-Term Time: 13 weeks -Bank Holidays and 3 Principal's Days *			
10	6.30	3/4 hour for lunch	7.75		7.30	4.00	3/4 hour for lunch	7.75
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10	6.30	3/4 hour for lunch	7.75		7.30	4.00	3/4 hour for lunch	7.75
10	6.30	3/4 hour for lunch	7.75		7.30	4.00	3/4 hour for lunch	7.75
10	4.45	3/4 hour for lunch	6		7.30	2.15	3/4 hour for lunch	6
TOTAL			37		TOTAL			37

* One week annual shutdown over Christmas including Christmas Day, Boxing Day