



ROYAL  
BALLET  
SCHOOL

## SITE SERVICES MANAGER

### OVERALL PURPOSE OF THE POST

To be responsible for all aspects of the day to day estates and services management across all School sites. To schedule and oversee the maintenance of plant, facilities and fabric of the School buildings and grounds. To manage the site services team. To promote Health and Safety to staff, students and visitors at all times.

### SUMMARY OF THE ROLE

The Site Services Manager will organise, negotiate and manage all centralised contracts and suppliers for common services and utilities across all sites through a combination of in-house and external contractors and providers. The person will be also responsible for managing the daily support operations of the School and coordinate the provision of common services for the various Boarding accommodation sites. They will be responsible for the recruitment and daily management of the Site Services Team. With a flexible approach to working hours, the Site Services Manager will commission repairs and maintenance works at the School's various locations working closely with the Head of Site Operations to deliver a rolling schedule of maintenance works. There will be a key role in assisting the Head of Site Operations and Chief Operating Officer in managing and maintaining the School's Health & Safety policy, fire safety, and premises and departmental risk assessments.

### CONTRACT TERMS

Salary	£36,000 per annum
Hours	40 hours per week, though flexibility will be required for fulfilment of the role
Location	2 days at White Lodge, 3 days at Upper School
Holiday	30 days per annum
Line Managed by	Head of Site Operations
Line Manages	Front of House, Security/Night porters, Drivers

## SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is **everyone's** responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centred approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

## MAIN DUTIES

This list should be seen as illustrative rather than prescriptive

### GENERAL

- Keep Chief Operating Officer and Head of Site Operations fully informed about all areas of responsibility
- Attend regular weekly meetings with the Site Operations Management team
- Support the Head of Site Operations with the maintenance and implementation of the School's policies and procedures relating to premises, access, health and safety, fire and security
- Be on call for significant building issues.

### MANAGEMENT AND MAINTENANCE

- Assist the Head of Site Operations with the delivery of the annual planned preventative maintenance programme across all sites
- Effectively manage, plan and record all information concerning the School premises
- Ensure planned and reactive maintenance and repairs are carried out to satisfactory standard and a record of all such works are maintained
- Record and schedule statutory inspection and maintenance
- Produce condition reports for each of the School's buildings identifying priorities
- Ensure orders for supplies and consumables are best value and procured in good time
- Liaise with the Head of Site Operations in the preparation of maintenance work plans and be the contractors' main point of contact
- Manage all School contractors ensuring that Health and Safety requirements are met, site security passes are inspected, performance is monitored and completed work is delivered on time and to budget
- Oversee portable appliance testing and five year fixed electrical testing.

## FIRE AND SECURITY

- Ensure that all fire and security systems are regularly maintained and tested with appropriate records kept
- Ensure that all School sites are secure and comply with Safeguarding Regulations
- Manage vehicle access to White Lodge through Richmond Park and parking facilities
- Coordinate the weekly testing of fire alarm call points
- Carry out regular checks of fire equipment for damage or expiration, arranging for servicing, repairs and replacements as required. Maintain logs of all checks through the Site Services Team
- Maintain and update fire drill notices
- Maintain and review the Fire Safety Risk Assessment annually and resolve any issues
- Maintain service records of all emergency equipment.

## HEALTH AND SAFETY

- Be fully conversant in the School's emergency response procedures and ensure systems are in place so that all emergency procedures are safe and adhere to current Health and Safety regulations
- Undertake termly risk assessments of all School sites and Health and Safety checks as required
- Support the Head of Site Operations with the maintenance and implementation of the School's Health and Safety Policy
- Lead on the annual Health and Safety audit and attend the termly Health and Safety Committee meetings
- Oversee all necessary annual inspections and follow up maintenance work e.g. fire equipment, ladders, legionella, asbestos checks and be responsible for appropriate action on School sites
- Take responsibility for the implementation of COSHH requirements
- Report any defects or Health and Safety risks to the Head of Site Operations
- Ensure all duties carried out by staff are done so in accordance with the School's Health and Safety policy, undertaking risk assessments where appropriate
- Respond to all Health and Safety concerns and where possible make safe/isolate
- Manage the Asbestos Management Plan informing third parties and employees as required.

## SCHOOL VEHICLES

- Management of the School vehicles ensuring that all vehicles are compliant with legal and safety checks including servicing and MOT
- To oversee the regular maintenance of the vehicles including daily checks on the minibuses, refuelling and regular internal and external cleaning.

## STAFF MANAGEMENT

- Provide direct line management of the Site Services Team, monitoring their work, carrying out performance reviews and liaising with the HR Team on welfare, training and other matters
- Nurture and foster a proactive and responsive team and to ensure it is managed in a way and style that encourages a positive working environment
- Produce all staff rotas ensuring that all services are adequately provided for
- To assist in the recruitment and induction of new staff.

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- Experience in a diverse and busy facilities, premises or support services team
- Experience of line management in a high demand environment
- Full, clean driving license
- Full understanding of COSHH regulations
- Reliable and trustworthy, acting with integrity and professionalism at all times
- Strong verbal, numeric, IT and written communication skills
- Excellent organisational, time-management, budget management and administrative skills
- The ability to work well under-pressure and handle conflicting priorities and an unpredictable work pattern
- Friendly and approachable manner
- First aid trained or a willingness to undertake first aid training
- Empathy with and commitment to the aims and ethos of the School.

### DESIRABLE CRITERIA

- Interest in or appreciation of ballet / the arts
- Working knowledge of Microsoft Office programs or willing to attend training.

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.