



# Site Manager

## Job Description & Person Specification

**BeyondAutism**

**May 2024**

Registered Charity No. 1082599

020 3031 9705

[beyondautism.org.uk](https://beyondautism.org.uk)

 **BeyondAutism**

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# About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

## Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works at the point of crisis to change the national picture and reduce school placement breakdown.

## Our values

At BeyondAutism we are:

### Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

### Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

### Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

### Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

## Job overview

- The Site Manager is responsible for the leadership of a wide range of operational and organisational duties pivotal to health and safety, compliance, fabric repairs and grounds of the services.

# What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



## Pension scheme \*

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



## Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



## Season ticket loan \*

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



## Bicycle loan \*

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



## Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



## Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



## Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



## Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



## Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



## Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



## Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (\*) are contractual benefits open to staff who have been in post for three months or more.

## Key tasks

- To lead, coordinate, communicate and record all matters relating to compliance, health and safety and repairs within the buildings.
- To orchestrate a value for money, effective and fluid service to support the service's overall operation and performance.
- To demonstrate a people- and student-orientated attitude in accordance with BeyondAutism values at all times.
- Attend all sites within the BeyondAutism portfolio as and when required to do so at the discretion of The Head of Facilities and Senior Management Team.
- To carry out all tasks within your competences internally.
- To exhibit a positive attitude and willingness to training in accordance with the ongoing and growing operational requirements of the services.
- To demonstrate a positive attitude to change in a developing environment.

## Operational tasks

- To start the day opening the building in question and checking through the building for any potential health and safety and maintenance problems, completing any necessary paperwork.
- To ensure the service is securely locked at the end of the day by the Site Manager or the cleaning team, ensuring all windows are closed throughout the building and final locking at end of day, unless there is a later event being held on the premises.
- To liaise with the Senior Site Manager for the Traffic and Travel plan, pupil transport companies, opening and closing gates in the morning and afternoon, ensuring that transport always use the correct gates.
- To cover absences of the Site Management team, supporting with routine tasks at other services when the team lacks capacity.
- To coordinate any maintenance work with the Site Management team.
- To provide line management to the site Cleaners, ensuring that the Cleaners are managed effectively, and Cleaners are adhering to Health and Safety standards.
- To ensure site manager daily logs are completed within the sites and that site manager job spreadsheet is updated regularly.
- To regularly maintain, clean and tidy the playground: sweep up leaves, debris and sand (at least weekly in autumn). To put away playground toys at the end of each day. Weed and maintain any flower beds. Clear snow and ice, spreading grit as needed.
- To ensure that keys are available for staff to select play equipment for the children and that all keys are signed in and out.
- To coordinate and marshal incoming transport at the start and end of day.
- To carry out service repairs on tablets, phones and other BeyondAutism electrical equipment where competent to do so or to be trained to do so.
- To carry out small maintenance duties on both sites (inside and out) including repairs, painting, plumbing and electrical jobs. To wipe down any smudges or marks on the walls with an e-cloth once a week to prevent build-up of stubborn marks.
- To identify potential problems/repairs on the premises and notify the Head of Facilities/School Administrators /Heads of Service.
- To respond to requests made by staff and to undertake tasks in accordance with agreed priorities.
- To assist staff to move large items of furniture around the building.
- To repair and maintain office furniture, play equipment and toys.
- To take meter readings as and when required.

## Maintenance and services

- Provide management of the premises and other systems and processes required to support a complex organisation with multiple services.
- Liaise with external contractors to ensure the smooth-running of the organisation, including calling and emailing suppliers for information.
- Liaise with the Heads of Service regarding completing necessary purchase orders and invoices, ensuring that suppliers are paid within the agreed terms.
- To liaise with maintenance contractors as needed, in conjunction with the School Administrators.
- To liaise with School Administrators regarding suppliers and deliveries.
- To ensure that the site Cleaners maintain cleanliness of mugs, glasses etc., and make these available at the ground floor tea point. Ensure that site Cleaners take any dirty crockery and cutlery to the staff room and place these in the dishwasher. Where a site Cleaner isn't available, the Site Manager will ensure that crockery is cleaned.

# About the role

- To be responsible for the refuse, recycling, collection of bins, ensuring that they are collected by the Council on a weekly basis, including bins in bathrooms.
- To arrange for disposal of large items of rubbish/builders' rubble at the local refuse centre.
- To arrange for the removal of large items which are not easily disposed.

## Health and safety

- To ensure all Health and Safety requirements are met and notify the Heads of Service of any Health and Safety concerns.
- To undertake Health and Safety checks, Fire Safety checks (in conjunction with designated Fire Safety Officer) and arrange for any equipment maintenance. To ensure exits are not blocked.
- To undertake Risk Assessments as needed, to maintain the COSHH registers and to ensure PAT (Portable Appliance Testing) is undertaken in accordance with agreed timescales.
- To assess the risk of Legionella within BeyondAutism sites, ensuring that the testing of Legionella is carried out and maintain accurate records of these assessments.

**This is not an exhaustive list, and you may be requested to undertake other duties by ser staff or the Head of Facilities as required by the sites. You are expected to work flexibly in the event of occasional out of hours.**

BeyondAutism is committed to safeguarding children and young adults and as this role involves supervised access to vulnerable children and young adults, an enhanced DBS check will be required.



# What you will bring to the role

We are looking for passionate and dedicated professionals who want to make a truly positive impact on autistic peoples' lives. A key member of our site team you will be responsible for ensuring the safety, cleanliness and functionality of our buildings.

|                              | Essential   | Desirable   |
|------------------------------|---|---|
| Experience                   | <ul style="list-style-type: none"> <li>• Previous experience in carrying out a wide range of building fabric repairs.</li> <li>• Previous experience in a building services customer facing role.</li> <li>• Ability to operate between all BeyondAutism sites as per the job description.</li> </ul>   | <ul style="list-style-type: none"> <li>• Basic electrical and/or plumbing qualifications.</li> <li>• Basic IT repair skills.</li> </ul> |
| Skills                       | <ul style="list-style-type: none"> <li>• Keen relationship builder.</li> <li>• Willingness to accept new challenges.</li> <li>• Excellent customer facing skills.</li> <li>• Positive approach to change.</li> <li>• Willingness to embrace challenges and be of an understanding nature when considering the working environment.</li> </ul> |   |
| Essential personal qualities | <ul style="list-style-type: none"> <li>• Reliable</li> <li>• Patient</li> <li>• Motivated</li> <li>• Attentive to detail</li> <li>• Committed timekeeper</li> <li>• Positive</li> <li>• Resourceful</li> <li>• Organised</li> <li>• Personable in nature</li> </ul>   |   |

|                             |   |
|-----------------------------|---|
| <b>SALARY SCALE:</b>        | £36,071   |
| <b>HOURS:</b>               | 37.5 hours per week. Flexibility required dependent on base.  |
| <b>LINE MANAGER:</b>        | Head of Facilities  |
| <b>LOCATION(S):</b>         | Any BeyondAutism site as instructed on a weekly basis across Wandsworth, Hammersmith and Bromley  |
| <b>PROBATIONARY PERIOD:</b> | Six months  |
| <b>HOLIDAY:</b>             | 25 days plus bank holidays (rising a day with each year of service after 2 years to a cap of 28 days). Additionally there is a discretionary office closure between Christmas and New Year.   |
| <b>HOW TO APPLY:</b>        | <p>If you're interested in applying for the role, please send your CV and covering letter to <a href="mailto:recruitment@beyondautism.org.uk">recruitment@beyondautism.org.uk</a>.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none"> <li>• Why you are interested in applying for this role</li> <li>• How your skills/experience meet the requirements of the person specification</li> </ul> <p><b>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</b></p> |

If you would like to know more or ask a question please email [recruitment@beyondautism.org.uk](mailto:recruitment@beyondautism.org.uk).

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

