

Site Manager for Children's Services

Department: Children, Young People and Families (CYPF)
Section: Children Residential Services
Reports to: CYPES Facilities Manager
JE Ref: CYP1265
Grade: CS8 **JE Date:** 17/07/2025

Job purpose

To manage the Children's residential homes and Secure Centre to ensure the effective, efficient and safe use of the premises, currently eleven separate buildings, to enhance the provision for young people in the service.

Job specific outcomes

1. Develop and implement periodic maintenance program, commissioning repairs of buildings and equipment, liaising with Heads of Departments to ensure minimum disruption to business activities and homes agreements, ensuring that all components provided are of an expected proficient level of service.
2. Administer premises budgets and expenditure according to Government of Jersey Public Finance Manual, whilst ensuring value for money on all purchases.
3. Provide professional advice and information to the Registered Managers regarding Health and Safety legislation, conduct, and produce regular safety inspections reports, highlighting any concerns and deficiencies on the condition of all buildings and estate across the residential sites.
4. Ensure that regular inspections of buildings, fixtures, equipment, and furniture are carried out and follow up any repairs or health and safety issues that have arisen thereby ensuring the safety of buildings.
5. Manage and maintain the records pertaining to building maintenance and keeping records of works carried in order to ensure compliance with Health and Safety policy and the service to run to an optimal standard.
6. Ensure agreed standards of the residential estate including residential estate buildings and grounds are met through management of the contractors and SLA agreement with Jersey Property Holdings
7. Ensure that integral infrastructure are functioning correctly and meet legislative requirements, where necessary report fault lines in line with Service Level Agreements, as well as viewing and operating the CCTV system, conducting investigations, and providing feedback regarding security incidents in accordance with Data Protection (Jersey) Law 2018.
8. Attend the Health and Safety Committee meetings and co-ordinate action plans, ensuring good working practices and safe systems of work are maintained. Liaise with CYPES Health and Safety Manager to ensure compliance with GoJ Policies.

9. Carry out the role of Incident Control Officer and fully understand responsibilities within the Critical Incident Management Plan to fully support the staff and young people.
10. Carry out any tasks including minor repairs and decoration, lead, manage and control the delivery of minor property maintenance projects from inception to completion, in accordance with project briefs and approved timescales to relevant legislation and standards.

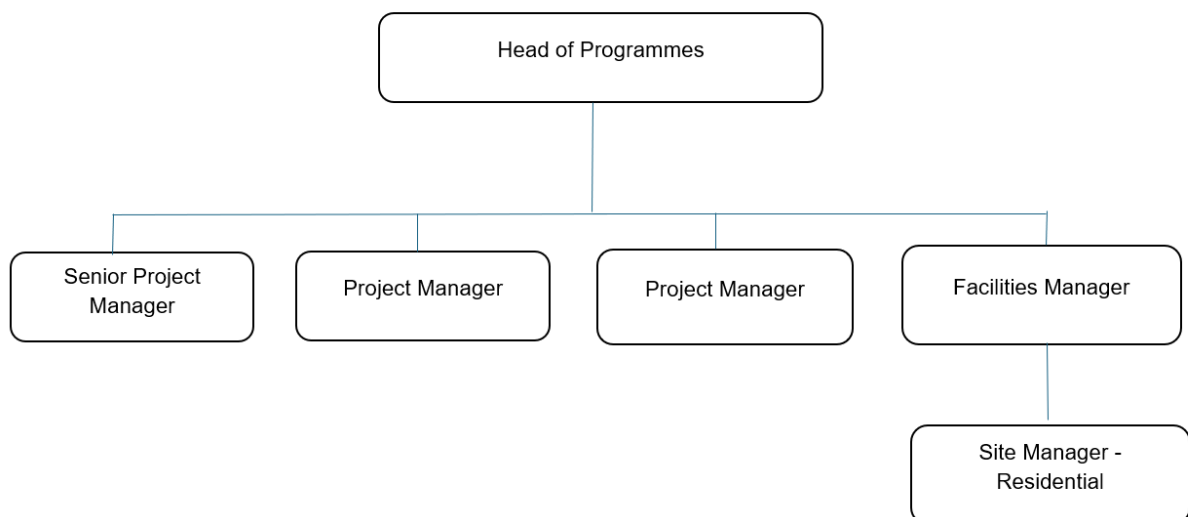
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	<p>To be educated to A Level or equivalent with relevant experience in Facilities Management.</p> <p>A level 3 qualification in Occupational Health and Safety Management such as NEBOSH</p> <p>National Examination Board in Occupational Safety and Health).</p>	<p>The Post holder should have a:</p> <p>First Aid qualification, Manual Handling, Safeguarding.</p> <p>Sound knowledge of ICT (Information and Communications Technology) and computer systems.</p>
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	<p>The post holder must have a high-level knowledge of Facilities Management, building and maintenance.</p> <p>A sound knowledge of OH&S legislation and building Bye Laws.</p> <p>A sound knowledge of GOJ HR Policy and Procedures.</p> <p>Management experience, leading a team and change management implementation and delivery in multi discipline environments.</p> <p>Finance processes as they relate to the role.</p>	<p>Awareness of COSHH (Control of Substances Hazardous to Health) and Health and Safety legislation.</p>

<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>D1 current driving licence.</p> <p>Sound knowledge of GOJ procurement applications and Public Finance Manual.</p>	<p>Operational working use of fire panels and CCTV monitoring equipment.</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>The post holder will have strong interpersonal skills to enable effective communication with all stakeholders.</p> <p>Excellent organisational and administrative skills along with management skills, have a thorough knowledge of caretaking and cleaning roles in a school environment.</p> <p>The ability to manage and motivate a team of staff, including leading and planning workloads in addition to identifying training needs.</p> <p>The post holder must possess a proven prominent level of problem-solving skills, with the ability to handle rapidly changing priorities in high stress situations.</p>	<p>Confident to make own decisions if required, with no recourse from Senior Management.</p> <p>Ability to handle difficult conversations within own team and other members of staff and young people.</p>
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Proven record of experience in a Facilities Management professional role.</p> <p>Experience in providing reports regarding H&S Inspections, incidents investigation and risk assessments</p> <p>Experience leading, inspiring and developing teams.</p> <p>Management experience within a similar environment.</p> <p>Experience of training/supervising staff.</p>	<p>Experienced of working alongside senior management.</p> <p>Experienced in all aspects of the construction industry.</p>

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.