

**SITE MANAGER
JOB DESCRIPTION
January 2026
Grade 4**

1. CORE PURPOSE

- To lead on and be responsible for the management of the overall provision of security, janitorial and cleaning services at the school and associated staff.
- To lead on compliance for the school site.
- To be responsible for the management of the repairs and maintenance of the school site.
- To provide clear leadership to, and manage, other members of the site team including the allocation and monitoring of work and performance appraisal.
- To monitor the work of external contractors on site.

2. DUTIES AND RESPONSIBILITIES

- Be responsible for the efficient and effective running of the site including organising grounds maintenance as directed by Headteacher.
- Be responsible for ensuring that all compliance requirements are met within required timelines and appropriately recorded on internal electronic systems.
- Responsible for the security of the site and checks of the building outside school hours, including supporting the security company who are the first key holders of alarms are triggered. The company will contact you if the alarm trigger is not intruder related and unable to be re-set.
- To be responsible for ensuring that the buildings are open at the commencement of the morning shift and that it has been secured at the end of the evening shift including, where required, the allocation and receipt of keys to the contractor's representative and liaison with cleaning contractors and the business manager to ensure access to appropriate cleaning and catering areas
- To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift, to do a sweep the school site for anything untoward i.e dead vermin etc.
- To hold keys for the school and ensure the school is opened in the morning and secure when left in the evening.
- To supervise, where appropriate, including implementing on-site training in line with agreed methods and equipment and ensuring, where appropriate, that adequate staffing arrangements are in operation when the building is open.
- Ensure correct completion and submission of time sheets and obtaining authorisation for any overtime for self or and/or others as appropriate.
- Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance
- To be responsible for repairs and general maintenance and ensure that they are carried out within the delegated budget. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements
- Carry out general portage duties for the establishment, within health and safety guidelines
- Ensure all outside steps, play grounds and approaches are kept in a clean condition and all outdoor bins are emptied at least twice weekly.
- Ensure toilets are adequately stocked with toilet requisites and appropriate cleaned daily.
- To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH)
- Regular checks to ensure fire alarms, all fire-fighting equipment, electrical equipment, CCTV and shutters are in working order along with outdoor playground equipment and emergency lighting to endure compliance with Health and Safety regulations.
- Make main pathways safe after snow/frost by cleaning/salting as appropriate.
- Undertake individually defined cleaning duties as set out in the Work Studied Specification, where applicable.

- To liaise with users of the building as appropriate to facilitate additional usage of the building, outside usual educational hours (e.g. Election Day, Parents' Evening, Trust Board meetings).
- Changing lightbulbs, fluorescent tubes and ensuring clocks are maintained and secure that are within a working height of 3.35 metres on ladders. Use of towers for changing lights at a higher level.
- Keep drain grids and clean and free from debris and other litter on a daily basis.
- Keep guttering clear.
- Operation of heating plant and reporting any obvious deficiencies in the heating system as a matter of urgency. The agreed checklist should be followed, contacting emergency helpline directly if appropriate. The School Business Manager needs to be informed.
- Ensure that all work carried out by themselves or those they supervise as set out in this job description, is completed with due observance to appropriate Health and Safety at Work requirements (particularly Working at Height regulations).
- To facilitate use of the site for polling purposes, for which extra payment for additional hours may be claimed.
- Carry out minor repairs and maintenance to the buildings/grounds which are within the post holder's capability. This excludes major building works.
- Where appropriate, to avoid risks of water contamination, to ensure that all hot and cold water outlets are turned on after every holiday period where the premises have been substantially unused for one week or more.
- To be responsible for the collection of litter from grassed and landscaped areas.
- To be responsible for the management of health and safety regarding premises and to keep a log of safety issues including maintenance of the fire log.
- Audit of supplies and timely orders made of toilet roll, soap, light bulbs etc. to ensure stocks do not run out.
- To liaise with the School Business Manager regularly and at least once each half term regarding issues of Health & Safety, on-going repairs, maintenance and building projects.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with following school and the Trust's policies and procedures.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of appraisal.
- To adhere to the ethos of the school and Trust.
- To promote the agreed vision and aims of the school and Trust.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents' evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school and Trust.

3. SPECIAL CONDITIONS OF SERVICE

5.1 Rehabilitation of Offenders Act 1974

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974
- Appointment is subject to an enhanced DBS disclosure and any convictions, cautions and reprimands being considered
- The jobholder must disclose any convictions, cautions or reprimands which have been acquired after DBS clearance has taken place. If this does not occur, the jobholder may be managed in accordance with the trust's Disciplinary Procedure.
- Further information about the DBS is available from www.homeoffice.gov.uk/dba

5.2 Health and safety

- The jobholder is required to exercise duty of care by taking responsibility for her/his own health and safety and that of others who may be affected by her/his acts or omissions (failure to act)

5.3 Equality and inclusion

- The Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment.

5.4 Safeguarding

- The jobholder is expected to observe her/his obligations in accordance with the Safeguarding Policy and to report any concerns that s/he may have regarding any child's welfare, to the appropriate person

5.5 Staff code of conduct

- The jobholder is expected to observe the staff code of conduct and be a role model for others

5.6 Security of information

- The jobholder is expected to observe all legislation and professional guidance in relation to data protection and confidentiality

5.7 Right to work

- The jobholder must have permission to live and work in the UK

5.8 Working time

- Specific working days and hours identified as part of the employment contract, with willingness to be flexible to ensure site is appropriately supported in the absence of other site team members.
- Some flexibility required in order to be present during parents' evenings or other after school events and to receive time off in lieu (TOIL) by negotiation with the Headteacher
- Expected to be present long enough before and after each session to ensure communication, preparation and completion of work
- Entitled to a lunchbreak in the middle of the day
- Supported by the school to be given appropriate time, funding, training and resources to discharge her/his role effectively

Signature of Site Manager:

Date:

Signature of Headteacher:

Date: