



THE WHITE HILLS PARK TRUST

Job Description:	Site Manager
Location:	Alderman White School
Salary/Grade:	Grade 5, Pts 15 to 22
Actual Salary:	£30,024 - £33,699
Contracted hours:	37 hours per week, all year round.

GENERAL INFORMATION

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

PURPOSE OF THE POST

The Site Manager will take responsibility for the school's premises, ensuring that buildings, grounds, facilities and compliance systems are safe, secure, well maintained, and fit for purpose. You will be responsible for supervising the site and cleaning team, coordinating statutory compliance activities, ensuring efficient delivery of maintenance and facilities services and supporting the smooth running of the school.

KEY AREAS:

Security

- Secure all school buildings and set alarm systems when school is not in use to protect the building and its contents.
- To be the first point of contact for emergency call out for Security and Fire alarms and to attend as appropriate.
- Be responsible for the security of the premises and its contents including locking up.
- Regularly check all fire prevention and safety systems and arrange for them to be serviced as recommended.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Co-ordinate Health and Safety matters on behalf of the H&S Lead
- Carry out Fire risk assessments
- Initiate the necessary procedures quickly and accurately relating to the emergency services e.g., police, fire, Gas and Electricity Board.
- Be responsible for supporting and reviewing implementation of Health & Safety policies, procedures and risk assessments within the school and any associated documentation.

Site Maintenance

- Maintain the site to a good state of repair, ensuring that the activities of the school take place in an environment suited to learning.
- Prepare long and short-term maintenance programmes in liaison with the School Operations Manager and where appropriate, decide which repairs require outside contractors.
- Establish and maintain procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary supplies.
- Repair fixtures and fittings (e.g., desks, chairs, lights) within capability.
- Liaise with contractors, obtain quotations and supervise contractors whilst on site, ensuring compliance with H&S regulations and quality control of the work carried out.
- Monitor standards of cleaning provided by the school's external cleaning contract, reporting as necessary to the contractor to achieve improved performance.
- Undertake emergency and first line repairs and other repairs/procedures within capability and training e.g., electrical, plumbing, heating, painting and decorating, carpentry and joinery, glazing DIY.
- Oversee and monitor cleaning and grounds maintenance. Ensure that efficient stock control systems are in place, including secure storage.
- Conduct/co-ordinate all regular statutory and compliance tests according to the school requirements (e.g., fire alarms, legionella, emergency lighting, PAT testing etc).
- Understand the requirement for, and responsibility for, the production of risk assessments as necessary.
- Project manage, where applicable, and attend site meetings as required during any major building works reporting back to the Headteacher/Project Manager as required.
- Maintain all administration and updating of all records
- Carry out regular checks on heating systems and ensure they are operating safely and efficiently.
- Ensure boiler plant and associated equipment are maintained and faults reported promptly
- Support the School Operations Manager with plans for site improvements by providing practical insights, measurements, condition reports and feasibility feedback.

People Management

- Ensure site staff are familiar with their H&S and Safeguarding responsibilities and that appropriate training is provided.
- Manage and supervise the site support team and give effective supervision and directive advice to the external contracted cleaning staff.
- Oversee site staff career development including the appraisal scheme and reviewing training requirements.
- Motivate staff and encourage teamwork and good practice in order to achieve excellent standards of service delivery.
- Manage effective cover in staff absence
- Provide on-site support to hirers when required.

General Responsibilities:

- Contribute to the overall ethos/work/aims of the school.
- Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- Report any causes for concern relating to the welfare and safety of children to the designated person, and the Headteacher, or if unavailable the Designated Safeguarding Governor or a member of the Senior Leadership Team.
- Attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.
- Remain up to date with relevant policies/codes of practice and awareness of relevant legislation.

Health and Safety:

- Be aware, prompt & co-ordinate of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

Safeguarding

- To be fully aware of and comply with the relevant regulations and requirements in relation to Safeguarding and to participate in training as required.

Continuing Professional Development

- Reflection on own practice and private study and undertake any professional development necessary as identified in School Development Plan.
- Maintain a professional portfolio of evidence to support performance management process.
- Participation in the Trust's staff appraisal programme.
- Participation in appropriate in-service education programme.

Relationships

To be responsible to:

- The School Operations Manager

To co-operate with:

- The Governing Body, making such reports as required
- All colleagues, both teaching and support staff
- LA, advisers and the school SIP Inspection teams
- The trust team upon visits and audits

- Unions and other organisations representing teachers and other persons on the staff
- Feeder and receiving schools to ensure continuity and progression in the education of each pupil
- Persons and bodies outside the school to ensure that the school works in harmony with the community

To line manage the following staff:

- Cleaning team
- Site team

This is a Multi-Academy Trust and the post holder may be required to hold a comparable post on another site within the Trust, if the situation arises.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Date Job Description Revised: April 2026

By Whom: School Operations Manager