

Job Description: Site Manager

Field	Details
Job Title:	Site Manager
Reports to:	Assistant Headteacher
Hours of Work:	37 hours per week. Flexible with core hours as Monday to Thursday: 07:30 to 15:30 and Friday: 07:30 to 15:00.
Grade:	Full-time Scale 6: Points 26-28, £30,882.00-£32,622.00
Holidays:	31 days including bank holidays
Overarching Job Purpose:	To take full responsibility for the care of the UTCN premises ensuring that they are properly maintained, secured, clean, safe and available for use by students, staff and the public.
Revised:	June 2026

Main Tasks and Responsibilities

Day to Day

1. To open the building for 07:30 prompt (main door, main gates, fire escapes to playground and pedestrian gate) disarming the alarm and switching lights on in central areas - daily
2. To carry out a visual sweep of the building, checking for any hazards or issues and to include fire escapes and public areas - daily
3. To line manage and supervise the Assistant Site Manager
4. To set up student seating in dining areas, emptying the outside bins and replacing bin bags
5. To set up and re-set equipment for school activities such as but not limited to, school assemblies as required - daily
6. To distribute deliveries (as advised by Receptionist) - daily
7. To be available at break times to deal with student and staff queries on lockers and on other matters
8. To clear rubbish from the car park area and work with the cleaning staff to keep the outdoor seating area clean and tidy - daily
9. To carry out the fire alarm check - weekly
10. To reset the lesson bell for accuracy and change it when BST and GMT commence - weekly
11. To remove rubbish from around the site, especially when classrooms and offices are tidied, rearranged or relocated
12. To order maintenance goods and cleaning products as required or requested

13. To move equipment and furniture for cleaning or maintenance teams as and when required
14. To foster a positive working relationship and environment with external contractors such as but not limited to, the cleaning team
15. To oversee the scheduling of building closure each day

Health and Safety

13. To be fully aware of and to fully comply with all UTCN policies and procedures relating to site Health and Safety
14. To use IamCompliant to audit outstanding Health & Safety tasks and complete Work Equipment Checks
15. To participate in the organisation of fire safety drills ensuring that appropriate signage is in place

Building Maintenance

16. To proactively manage site issues as they arise with your line manager for a monthly walkabout, noting work that needs to be completed
17. To respond to tasks raised, log responses and completing tasks after prioritisation
18. To maintain the Building Management System, adjusting settings in line with the seasons and other relevant factors
19. To maintain the CCTV system, responding to requests for footage promptly
20. To undertake statutory testing, and maintain the associated records, as directed and ensure regular maintenance of systems i.e. intruder alarms, CCTV, fire alarms etc. as necessary
21. To organise Planned Preventative Maintenance Contracts - getting quotes and ensuring best value
22. To undertake minor repairs to property, fixtures, fittings and equipment as is appropriate
23. To undertake general redecorating as requested including painting and decorating
24. To organise and arrange contractors as needed, complying with UTCN procurement procedures to ensure best value i.e. getting multiple quotes, liaising with the Finance Officer as necessary
25. To arrange and allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises

Events

26. To monitor the Whole School Calendar to be aware of school activity visitors, events etc.
27. To ensure the cleaning team are aware of any events that may require their attention
28. To prepare areas for events e.g. Open Evenings, Employer Visits, Governor Meetings, Activity Days etc.
29. To attend all open events to supervise parking and to support other events as required
30. To re-set areas following events prior to the start of the next school day
31. To set up the Exam Hall, and other required areas, for internal and external examinations

Lettings

31. To organise lettings to external organisations, facilitating access and supporting lettings as required

Lockers

32. To issue locker keys, record ownership and manage the locker process for staff and students

Adverse Conditions

33. To ensure safe access to the building during adverse weather conditions - ice, snow and other hazardous conditions, gritting and shovelling snow/ice as necessary

General Responsibilities

34. To work flexibly e.g. to accommodate evening lettings and other events
35. To work proactively to anticipate problems
36. To contribute to discussions on future site usage and development
37. To work with the Assistant Site Manager to ensure the smooth running of the site
38. To attend Staff Briefing at 08:45 on Monday
39. To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures: Staff Code of Conduct, Equal Opportunities, Health, Safety & Welfare, Child Protection, Data Protection, Risk Management
40. To undertake any other similar duties of this level as required by the Headteacher/Senior Leadership Team

Person Specification

Attributes	Key (Essential)	Desirable
Qualifications	<ul style="list-style-type: none">• Good standard of general education including GCSEs at Grade C or above in English and Maths• Relevant trade qualification to at least NVQ level 2 or equivalent level academic qualification	<ul style="list-style-type: none">• Higher trade qualifications
Experience	<ul style="list-style-type: none">• Practical experience of property maintenance work• Knowledge of security	<ul style="list-style-type: none">• Previous experience in managing a school site• Experience working within a

Attributes	Key (Essential)	Desirable
	<p>systems, manual handling, risks and risk management</p> <ul style="list-style-type: none"> ● Experience of working with contractors and monitoring contracts 	<p>school environment</p>
<p>Skills, Personal Qualities & Other</p>	<ul style="list-style-type: none"> ● Understanding of Health and Safety legislation and other relevant codes of practice, as it applies to school premises ● Good general DIY skills and knowledge, IT Literacy ● Ability to lift and carry items and demonstrate a good level of occupational fitness ● Ability to record information in a systematic way and provide audit trails for compliance where appropriate ● Ability to build a rapport with students ● Able to work on own initiative ● Positive, enthusiastic manner ● Proactive - able to spot issues before they become problems ● Ability to prioritize tasks and stay calm under pressure ● Good attention to detail ● Able to work flexibly depending on the organisational demands and able to attend out of hours activities and events and cover absent colleagues ● High personal standards of literacy and numeracy ● Willingness to learn and attend training as required ● Determination to ensure that UTCN is the top provider of its type in the country 	<ul style="list-style-type: none"> ● Specialist skills in one or more areas ● Sense of humour ● Car driver and owner ● Innovative