

Job Description

Job Title	Site Manager
Location	Enfield, Greater London
Reports To	Health & Safety Lead and Headteacher
Salary / Scale	Band B = Minimum of 41 hrs and Maximum of 45 hrs = Spinal Point 20 (£36,585)

Job Purpose

To be responsible for the security, safety, cleanliness, and general maintenance of the school buildings and grounds. The postholder will undertake hands-on repairs, DIY tasks, and portering duties, whilst managing day-to-day health and safety compliance and overseeing the cleaning provision and deputising for the Health & Safety Lead during holiday periods and planned operational handovers. Working closely with school leaders, the Site Manager plays a vital role in ensuring a bright, welcoming, and well-maintained school environment where pupils feel proud to learn and staff are supported to do their best work.

Key Responsibilities

1. Health & Safety Compliance Management

- **Statutory Compliance:** Maintain accurate and up-to-date logs for routine premises compliance checks, including Legionella/water hygiene monitoring (flushing and temperature checks), fire safety checks (weekly alarm tests, emergency lighting, fire door inspections), and COSHH inventories.
- **Asbestos Management:** Keep the school asbestos register updated, ensure all site staff and external contractors review and sign it before starting any work, and conduct regular visual inspections of identified areas.
- **Operational Compliance:** Ensure daily site operations comply with current health and safety legislation, local authority guidelines, and school policies. Complete necessary paperwork, including administering accident report forms for site visitors when required.
- **Compliance Record Keeping:** Use online compliance systems and electronic platforms alongside traditional paper records to log statutory checks, track building maintenance schedules, and manage assets.
- **Maintenance Request Tracking:** Monitor and manage the school's internal electronic ticketing system, assessing and RAG-rating incoming staff maintenance requests, and updating ticket statuses upon completion.
- **Premises Inspections:** Conduct regular, systematic safety walks and inspections across the school premises to identify hazards, report structural defects, and assist the Headteacher and H&S Lead with risk assessments. Particular focus will be placed on inspecting roofs, gutters, walls, ceilings, boundary fencing, footpaths, playgrounds, manholes, drainage gullies, and floor coverings.

- **Operational Continuity:** Periodically deputise as the Health & Safety Lead during school holidays and scheduled operational handovers to ensure continuous compliance tracking

2. Contractor & Lettings Support

- **Contractor Oversight:** Supervise external contractors on-site, ensuring all necessary Risk Assessments and Method Statements (RAMS) are received, vetted, and signed before work begins. Ensure safe site access and monitor the satisfactory completion of all contracted repairs.
- **CDM Regulations:** Monitor minor building works, repairs, and capital projects to ensure full compliance with Construction (Design and Management) Regulations.
- **Grounds & Waste Services:** Act as the main point of contact for external grounds maintenance and waste management contractors. Coordinate schedules for seasonal landscaping, tree surgery, and playground maintenance, and oversee regular collections for commercial refuse, clinical waste, and confidential shredding.
- **Lettings Provision & Support:** Provide operational support for external site lettings. This includes setting out required furniture and equipment beforehand, ensuring everything is returned to its correct location afterward, liaising with the cleaning contractor to arrange staff coverage to restore hiring rooms, monitoring the security and condition of toilet areas during the let, and ensuring the site is fully locked and secured at conclusion.
- **Inductions & Safeguarding:** Deliver site safety inductions to all visiting contractors and ensure they comply with school safeguarding procedures while pupils are on site.

3. Site Maintenance, DIY & Porterage

- **Hands-on Repairs & Maintenance:** Carry out a regular programme of planned preventative maintenance alongside daily reactive repairs. This includes:
 - *Plumbing:* Unblocking sinks, toilets, drains, and urinals; replacing tap washers, basin plugs, and cistern chains; adjusting ball valves and water storage tank components.
 - *Carpentry & Fixtures:* Repairing door handles, latches, locks, and window fastenings; adjusting ill-fitting doors; fitting shelving, noticeboards, and coat hooks; repairing school furniture (desks, tables, chairs); attending to blinds and curtain tracks.
 - *Building & Decoration:* Internal painting, decorating, and minor repairs to plaster and brickwork; replacing damaged floor or wall tiles.
 - *General Operations:* Replacing lightbulbs and diffusers; cleaning light shades; changing batteries and adjusting school clocks; clearing out gutters, downpipes, and roof outlets.
- **Reactive Tasks & Emergencies:** Act promptly on jobs raised through the school's reporting system, ensuring high-priority or urgent safety defects (Red/Amber) are addressed immediately. Respond effectively to site emergencies, including isolating water supplies, making broken glass safe, performing temporary repairs, and handling emergency cleaning following storms, break-ins, vandalism, or bodily fluid spillages.
- **Porterage:** Undertake general porterage duties, including moving, laying out, stacking, and transporting furniture and equipment for assemblies, school events, and seasonal displays, as well as receiving, storing, and distributing incoming deliveries and log dispatches.
- **Site Security:** Act as a main key holder. Responsible for the secure opening and locking up of the school daily (including deactivating/activating intruder alarms, locking external gates, and ensuring all windows, lights, and electrical equipment are secure and turned off). Respond to out-of-hours emergency call-outs and handle site trespassers appropriately by informing the Headteacher or Police.
- **Grounds Upkeep:** Ensure all external areas, pathways, and play spaces are kept tidy and free of litter, weeds, leaves, or hazards. Empty and clean external litter bins regularly. Undertake general grounds maintenance, including basic weeding, pruning, strimming, and

mowing. Manage gritting and snow clearance during winter months to ensure safe pedestrian access.

4. Cleaning Oversight & General Duties

- **Cleaning Monitoring:** Monitor the daily standard of cleanliness across the school buildings, checking performance directly against the contract Service Level Agreement (SLA) to ensure a bright, fresh, and inviting environment.
- **Quality Assurance:** Oversee that required daytime maintenance of toilet areas is successfully delivered by the contractor according to the SLA, and verify that essential provisions (soap, paper towels, toilet rolls) are consistently checked and replenished. Report any service deficiencies or performance issues directly to the cleaning contractor's account manager or school leaders as necessary.
- **Stock & Equipment:** Manage the ordering, storage, and safe distribution of school-purchased cleaning materials, site consumables, and caretaking equipment, ensuring strict handling in line with COSHH regulations.
- **Collaboration & Training:** Attend relevant health and safety training courses as required. Actively attend and contribute to regular Trust H&S network meetings, sharing operational knowledge, compliance strategies, and facilities best practice across the wider Trust.
- **Flexibility:** Undertake any other reasonable tasks and operational duties as assigned by the Headteacher or line manager to ensure the efficient day-to-day running of the school.

The postholder shall ensure the duties of the post are undertaken with due regard of the Trust's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The postholder shall carry out these duties with due regard to the Trust policies, procedures and priorities.

All Connect Education Trust Schools Will:

- Promote equality of opportunity
- Follow Safeguarding Guidelines and Child Protection policy/ procedures
- Contribute to producing/delivering priorities in the School Improvement Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the school
- Be committed to achieving the alliance values
- Work to develop each site as a successful inclusive school
- Respond promptly to concerns from parents, staff or students
- Promote the Trust in the community
- Work in partnership with all colleagues including the Governing Body
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

All Connect Education Trust Schools are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at the Trust are expected to share this commitment. The Trust and its schools are committed to ensuring that no applicant or employee receives less favourable treatment or is disadvantaged on the ground of gender, age, disability, religion, belief, sexual orientation, marital status or race. We encourage expertise and a staff that supports one another to develop their own practice by creating remarkable futures for all pupils

Person Specification – Site Manager

	Assessment Method
Experience	
Experience in school site management, caretaking, facilities management or a relevant building trade.	A
Experience coordinating statutory compliance checks, maintaining accurate records and ensuring actions are monitored through to completion.	A
Experience of using maintenance reporting systems to record, monitor and manage maintenance tasks.	A/I
Knowledge	
Understanding of health and safety requirements relevant to schools, including COSHH, fire safety, asbestos management and Legionella control.	A/I
Practical knowledge of CDM Regulations for minor building works, or willingness to undertake appropriate training where required.	A/I
Familiarity with commercial cleaning standards, contract monitoring and maintaining appropriate hygiene standards within an educational environment.	A/I
Skills & Abilities	
Competent DIY, handyman, plumbing, general building maintenance and basic grounds maintenance skills.	A/I
Confident IT skills, including the use of compliance portals and digital record-keeping systems.	A/I
Ability to interpret health and safety guidance, oversee contractors and communicate effectively with school staff and external providers.	A/I
Ability to organise workload, work on own initiative and solve practical problems effectively.	A/I

Personal Qualities

Organised, reliable and committed to maintaining a safe, secure and well-maintained school environment.	A/I
Approachable and able to communicate effectively within a busy school environment.	A/I
Collaborative approach, with a willingness to undertake professional development and contribute positively to the school community.	A/I

Safeguarding

Fully committed to safeguarding and promoting the welfare of children and young people in line with statutory <i>Keeping Children Safe in Education</i> (KCSIE) guidance, including maintaining safe working practices for staff, visitors and contractors. Appointment is subject to an Enhanced DBS check and satisfactory pre-employment checks.	A/I
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Assessment Method Key

- A – Application Form
- I – Interview