



Faculty/Department	Site Team
Job Title:	Site Manager
Grade:	7
Post Purpose:	The postholder will ensure the smooth and efficient running of the school site, including being responsible for managing the site team, health and safety.
Accountable to:	Head of Estates
Duties, Responsibilities and Key Tasks:	<ul style="list-style-type: none"> • Oversee and manage the school’s buildings, grounds, and facilities, ensuring they are well maintained and in good condition. • Take responsibility for ensuring the health, safety, and well-being of staff, students, and visitors on the school premises. • Effective financial management of premises budgets. • To line manage the site team at the relevant school ensuring all staff are utilised effectively, developing a multi skilled team. • Ensure the premises are clean at all times and liaise with the cleaner contractor. • A nominated keyholder of the school. • A member of the site manager network.
Premises Management	<ul style="list-style-type: none"> • Organise and supervise regular maintenance, repairs, and cleaning services. • To manage and liaise with contractors, suppliers, and service providers to ensure efficient and cost-effective service delivery. • Ensure the timely and effective response to issues relating to the school’s physical environment. • Oversee the security of the site, ensuring the school is secure. • Manage the locking and unlocking of the school buildings and site. • To take a lead role in the organisation and delivery of any large-scale projects taking place within the school site. • Monitor and manage the school’s security systems, including alarms, CCTV, and other surveillance technologies. • To understand and ensure the implementation of the Business Continuity Plan. • Work closely with the Headteacher to ensure facilities meet the operational needs of the school.
Health and Safety	<ul style="list-style-type: none"> • Regularly carry out risk assessments and implement any necessary improvements to meet health and safety standards. • Ensure the school complies with all relevant health and safety legislation. • Conduct regular inspections of the premises to identify any potential hazards or risks, implementing corrective actions as needed. • Ensure the safe storage and handling of hazardous substances, equipment, and materials. • Maintain up to date knowledge of health and safety regulations, best practices, and emerging risks. • Ensure the implementation of the Health and Safety and the Premises Management policies. • To chair and organise the Health & Safety Committee.

Line Management	<ul style="list-style-type: none"> • Line management of the lettings team, site operatives and weekend cover including the management of rotas and absence. • Identify staff development opportunities, promoting, encouraging, and assisting staff to learn, in order to achieve their full potential. • Carry out performance reviews and set development objectives for site team members.
Budget and Resource Management	<ul style="list-style-type: none"> • Help prepare and manage budgets related to premises management, including maintenance, repairs, and health and safety equipment. • Order and maintain inventory of equipment and supplies. • Ensure the efficient use of resources and that all spending remains within allocated budgets.
Generic Requirements	<ul style="list-style-type: none"> • Ability to apply IT skills to the needs of the role, including the use of various compliance online platforms. • Be aware of and comply with policies and procedures relating to Safeguarding, Health and Safety, Confidentiality, Data Protection, Security, reporting any concerns to your line manager. • Cover for colleagues when requested by the Line Manager and/or Head of School.
General	<ul style="list-style-type: none"> • To be aware of the Trust’s duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity, and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. • To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, which are in keeping with this post or as may be determined from time to time by the COO or CEO.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
IOSH/Health and safety qualification	D	A/I/R
Knowledge and experience		
Previous site management experience	E	A/I/R
Strong team and people management skills	E	A/I/R
Motivated and able to engage with all levels of staff, and third parties	E	I
H&S focussed with the ability to promote a safe working environment	E	A/I/R
Be proactive and have good organisational skills	E	I/T
Be reasonably fit to cope with the lifting and carrying involved in the role.	E	I
Excellent health and safety experience	E	A/I/R
Experience of working within the education sector	D	A/R
Financial processes and budget management	E	A/I
Line management experience	E	A/R
Skills		
Ability to prioritise workload and work at pace with attention to detail	E	A/T/I
Full driving licences and/or the ability to travel to various locations as required	E	A
Ability to build good, effective working relationships with external partners	E	A/I/R
Ability to communicate confidently, respectfully, and clearly, with a variety of audiences	E	A/I/R
Ability to work independently and to use initiative	E	I/T/R
Excellent IT skills, including use of software platforms	E	A/T
Preparation of standard reports	E	A/I/T/R
Safe use of tools and equipment	E	A/T/R
Previous knowledge of plant rooms and inspections	E	A/I
Hands on – can do approach	E	I
General DIY ability including ladders	E	A/I/T
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	i
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I
Commitment to keeping abreast of H&S legislation	E	I
Commitment to equality, diversity, and inclusion in the workplace	E	I

A = Application



I = Interview
T = Task/Activity
R = References

I confirm that I have received a copy of the above job description for this role.

..... Date

Signature