



JOB DESCRIPTION

Site Manager

Grade

Grade 8, SCP 30–34 plus allowance for overtime as applicable.

Purpose

To undertake a range of duties relating to the grounds, buildings, environment and their users, maintaining safety and security, ensuring essential works and maintenance jobs are completed on a priority basis, and working under the general direction of the Trust Estates Manager and closely with school leaders on a day-to-day operational basis.

Staff Responsibilities

- Line management responsibility for site assistants, as applicable.

Deployment

- Deployment expectations: cross-Trust.

Financial Accountability

- Approval of financial expenditure within agreed budget.

Key accountabilities

- Maintain a safe, secure, clean and well-managed school site that supports teaching, learning and the day-to-day operation of the school;
- Manage premises, grounds, security, maintenance, refurbishment and repair activity in line with agreed priorities and Health and Safety requirements;
- Lead and deploy the premises team effectively, ensuring site staff are supported through training and development where applicable;
- Monitor premises-related budgets and ensure repairs, contracts, projects and improvement schemes provide best value for money;



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- Carry out, record and monitor statutory and operational checks, inspections and compliance activity;
- Manage contractors, premises-related contracts, supplies, work requests and documentation to ensure the site is maintained to a high standard;
- Respond appropriately to unforeseen events, alarms, evacuations, lockdowns and site security requirements;
- Maintain effective professional relationships with colleagues, parents and carers, contractors, external agencies and other stakeholders.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. The postholder will also build positive relationships with school staff, external agencies, business, community and other stakeholders as required.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Maintain the school site, buildings, grounds and learning environment so that they are safe, secure, clean, operational and well presented for students, colleagues and visitors.
- Ensure essential works, maintenance tasks and premises-related requests are completed on a priority basis to support the effective day-to-day operation of the school.



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- Develop appropriate monitoring procedures to ensure that Trust sites are kept clean, safe, in a good state of repair and stocked with all necessary supplies.
- Ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard.
- Manage contractors and premises-related contracts to ensure the school is maintained to a high standard.
- Look after the school minibus and other vehicles, carrying out checks where necessary.

Assessment

- Carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate manual records where appropriate.
- Monitor work requests, ensuring that day-to-day maintenance tasks and requests for minor works are undertaken as expediently as possible and that actions are recorded in a timely manner.
- Carry out relevant Health and Safety checks, including legionella testing, fire alarm testing and PAT testing, under the guidance of the Trust Estates Manager, and upload records and evidence to the Trust's online Health and Safety software to ensure an audit trail is available for all tasks.
- Maintain the Fire Safety Logbook.
- Maintain a working knowledge of the intruder and fire security alarms installed.
- Contribute to compliance meetings to report on Health and Safety compliance for the school setting.

Behaviour Management and Student Wellbeing

- Be a key holder of the school.
- Respond to unforeseen events and take responsibility for the installed alarm system, ensuring the system is activated when the school is closed.
- Set and disarm the intruder alarm at times laid down and report any faults or failures as requested.
- Use the school CCTV network for security and to assist colleagues in reviewing incidents.



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- Support the school leadership team with fire drills, other evacuations and lockdowns.
- Maintain site security arrangements that support the safety and wellbeing of students, colleagues and visitors.

Pastoral and Inclusion

- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Retain confidentiality about all aspects of school life.
- Contribute to a safe, welcoming and inclusive school environment through effective site management, maintenance, security and premises support to support positive experiences for students, colleagues and visitors.
- Work flexibly and undertake aspects of colleagues' work of a similar or lower level of complexity to ensure appropriate cover when colleagues are absent for any reason.

Trust Culture

- Assume day-to-day responsibility for Health and Safety for the school site, working with school and Trust leadership, and act as the designated Health and Safety officer for the setting.
- Maintain an effective premises team, ensuring that the changing needs of the school are met through training and development of site staff, as applicable.
- Delegate tasks as appropriate to other site staff or outside contractors, ensuring Health and Safety regulations are strictly adhered to.
- In conjunction with the Trust Estates Manager and school leaders, monitor the day-to-day maintenance and repair budget and the cleaning materials budget.
- Assist the Trust Estates Manager, as required, to prepare documentation for tenders or specifications for projects managed at Trust level.
- Engage with appropriate training opportunities to promote professional effectiveness in the role.



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Other

- Undertake practical and proactive hands-on involvement in security, maintenance and refurbishment when this is necessary or offers the most cost-effective solution.
- Draw up and manage an agreed rolling programme of redecoration, refurbishment and preventative maintenance.
- Order and supervise repairs and act as project manager for maintenance contracts and improvement schemes, ensuring best value for money is received.
- Personally undertake minor repairs and maintenance tasks that are within the postholder's competence.
- Be responsible for leading projects and ensuring compliant documentation for all school-managed projects.
- Undertake any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the postholder.

Line Management

- Create an inclusive working environment for your team and effectively manage team members, ensuring that appropriate HR policies and processes are followed.
- Support the development of your team, for example, by identifying training needs, suggesting development options and providing coaching and mentoring.
- Work with team members to resolve conflicts, concerns or problems, and address well-being issues as they arise

Other requirements and responsibilities

- Enhanced DBS clearance required.
- The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary, this will be done in consultation with you.



OAK TREE SCHOOL

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- Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and young people. The Trust is also committed to having the highest expectations of pupils, students and colleagues, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All leadership roles will require a Section 128 check.