

# Site Manager

## Whitefriars School

### Pay Grade

### Role Profile

#### Job Purpose

Under the direction of the Headteacher and Head of Operations, the Site Manager is responsible for ensuring the school site is safe, secure, compliant and well always maintained.

The postholder will lead and manage the day-to-day operational running of the site, including prioritising workloads, supervising site staff, managing maintenance and ensuring statutory compliance. They ensure a high-quality learning environment for pupils and staff, while contributing to the strategic management and development of the school estate.

#### Health and safety

- To promote the highest standards of health and safety, regulatory and compliance awareness amongst the site team and to lead and motivate the team to deliver high standards
- To create, maintain and monitor health and safety, risk assessment and statutory compliance processes and records and to be fully aware of the substance of any records and to actively implement any recommendations or actions arising.
- Ensure appropriate site inspections are in place and carried out to identify and report potential health & safety issues and that any concerns are responded to.
- To support the Head of Operations to prepare for inspections by maintaining a log of relevant information and compiling reports for as required.
- Liaising with teaching departments where specific health and safety requirements exist, e.g. Science and Cleapss, to ensure that the school is fully compliant.
- Responsible for all records of H&S testing (e.g. fire alarms, legionella, emergency lighting, PAT testing etc.).
- To report any health and Safety, risk or facilitates or site management concerns to the Head of Operations

#### Facilities and Site Management

- Lead the day-to-day management of the school site, ensuring buildings and grounds are safe, clean and well maintained
- Plan, prioritise and allocate daily, weekly and seasonal workloads for the site team
- Manage and oversee the planned preventative maintenance (PPM) programme
- Ensure effective systems are in place for reactive maintenance and fault reporting
- Undertake regular inspections and maintain accurate digital records of all checks and works
- Carry out minor repairs and maintenance within own competence
- Support the delivery of capital works, refurbishments and estate improvement projects
- Monitor utilities usage and promote efficient energy consumption
- Ensure the site is presented to a high standard at all times

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### Contractor and Compliance Management

- Procure (as directed) and manage external contractors including cleaning, grounds, waste, pest control and servicing providers
- Supervise contractors on site, ensuring compliance with safeguarding, health & safety and school procedures
- Ensure all contractor documentation (RAMS, insurances, DBS where applicable) is in place
- Monitor contractor performance and report concerns

### Security and Safeguarding of the Site

- Ensure the security of the school site, including opening and closing procedures
- Oversee access control, alarms and site security systems
- Ensure buildings are secured after use and respond to security incidents
- Act as a key holder and respond to emergency call-outs where required
- Support safeguarding by ensuring the site is safe and secure for pupils, staff and visitors

### Team Leadership

- Supervise and support site staff, ensuring high standards of performance and conduct
- Allocate work effectively and monitor completion
- Provide training, guidance and support to develop the team
- Provide cover for staff absence where required
- Promote a positive, proactive and professional team culture

### School Transport

- Manage the school's minibuses, ensuring compliance with all relevant regulations
- Maintain accurate records of servicing, checks and driver documentation
- Ensure drivers meet requirements (licence checks, declarations, MIDAS training where applicable)

### Other responsibilities & Attributes

- Act with integrity, professionalism and a strong sense of responsibility
- Be a visible and proactive presence across the school
- Contribute to the wider life of the school and support operational needs
- Maintain a strong understanding of safeguarding, inclusion and compliance responsibilities
- Comply with all school policies and procedures
- Undertake any duties commensurate with the role as directed by the Headteacher or Head of Operations

### Key Accountabilities

The postholder is line managed by the Headteacher or one of the Deputy Headteachers

*Please note that the above is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. This job description may be amended at any time in consultation with the post h*

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## Person Specification

Essential	Desirable
<b>Experience</b>	
Experience in facilities / estates / site management	Experience in a school or education setting
Experience of health & safety and statutory compliance	Experience supervising or leading staff
Experience managing contractors and maintenance	Experience of project or estate works
Experience working in an operational environment	
Experience in facilities / estates / site management	
Experience of health & safety and statutory compliance	
Experience managing contractors and maintenance	
Experience of risk assessment or willingness to undertake training	
<b>Qualifications</b>	
Good standard of education	IOSH or equivalent Health & Safety qualification
Willingness to undertake training	Facilities management qualification
Driving License with the D category	First Aid
	Driving licence (D1 desirable for minibus)
<b>Knowledge/Skills/Characteristics</b>	
Strong understanding of site compliance and health & safety	
Good practical maintenance knowledge	
Strong organisational and prioritisation skills	
Ability to work independently and use initiative	
Calm under pressure and able to respond to emergencies	
Strong communication and stakeholder skills	
High standards and attention to detail	
Excellent customer service skills and a 'can do' attitude	
Technical knowledge of building services	
A good understanding of health and safety requirements re. school premises	
Excellent IT skills including use of email and Microsoft Word and Excel	
Willingness to sometimes work outside of normal hours and all to do alternative shifts	
Be committed to professional development of self, team and colleagues	
Clean driving license and with use of own transport	
A commitment to safeguarding and promoting the welfare of children and young people	



