

Job Description



Job title: Site Manager

Salary: OAT Premises 5 £30,024.00-£32,061.00

Start Date: As soon as possible

Contract Type: Full Time

Contract Term: Permanent

This Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Job purpose

Support the effective daily operation of the school premises by coordinating maintenance, managing supplies, supervising contractors, and acting as the designated key holder. The Site Manager ensures compliance with health and safety standards and contributes to the smooth running of the site, working under the direction of the Facilities Manager and/or Business Manager, who remain available for advice and guidance.

Duties and Responsibilities

- a) Organise and direct premises staff to clean, prepare rooms, and maintain appropriate staffing levels in the absence of the Facilities Manager.
- b) Undertake first aid duties as required.
- c) Order equipment, supplies, and monitor budgets when delegated by the Facilities Manager.
- d) Act as the designated first point of contact and key holder for the school premises.
- e) Assist with the delivery and management of site-related projects and programmes.
- f) Arrange and oversee general and specialist maintenance to ensure effective operations.
- g) Carry out regular maintenance inspections and implement follow-up actions.
- h) Ensure outdoor areas, including playing fields, pathways, and gardens, are safe, tidy, and fit for use.
- i) Conduct inspections of grounds, buildings, and equipment; undertake risk assessments; and ensure all staff comply with health and safety requirements.
- j) Monitor work standards and take corrective action where necessary.
- k) Assist line managers in addressing major complaints.
- l) Provide regular oversight of contractors' work, liaise with suppliers, and support negotiations.
- m) Instruct and monitor contractors, reporting outcomes to the Facilities Manager.
- n) Maintain accurate records in line with school procedures and relevant legislation.
- o) Respond independently to routine issues in accordance with established procedures.
- p) Access guidance and support from the Facilities Manager and/or Business Manager for complex or unusual problems.

Person specification



Qualifications

- a) Relevant training or qualifications in an appropriate discipline.

Knowledge, skills and experience

- a) Sound working knowledge and understanding of health and safety policies.
- b) Knowledge of building, structural and practical procedures.
- c) Practical skills in DIY, carpentry, etc...
- d) Sound working knowledge of COSHH.
- e) Manual handling/ladder training.
- f) Grounds maintenance experience.
- g) First aid at work may be a requirement or paediatric first aid.

Physical demands and working conditions

- a) Required to work in conditions that are generally unpleasant such as cleaning with toilets, dealing with waste, responding to minor hazards.
- b) Requires regular physical effort such as bending, stretching, pulling and pushing cleaning equipment with occasional intense effort for moving furniture.

Personal attributes

The successful candidate will have:

- a) Self-motivated with a positive outlook.
- b) Ability to relate well to children and adults.
- c) Willingness to work flexibly in order to meet tight deadlines and develop the service; including weekends and evenings.
- d) Commitment to team working.
- e) Willingness to undertake further training as required.