

<b>JOB TITLE:</b>	Site Manager
<b>GRADE:</b>	Kent Scheme D
<b>ALL STAFF RESPONSIBILITIES:</b>	<p>To live our values of collaboration, citizenship, sustainability and achievement.</p> <p>To follow our schools' and Trust's policies and procedures.</p> <ul style="list-style-type: none"> <li>To value lifelong learning and develop skills and knowledge.</li> <li>To adhere to the highest level of safeguarding and child protection.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE:</b>	To be responsible for the security, maintenance, statutory compliance, and safety of the school and its community, ensuring all legal and best practice requirements are met. Line manager to other school premises staff.

## MAIN RESPONSIBILITIES

### Site security and access

- Ensure that the buildings and the site are secure, including during out of school hours and taking remedial action if required.
- Act as a designated key holder, providing out of hours and emergency access to the school site.
- Operate and regularly check security systems including CCTV and alarms.
- Respond promptly to emergency call-outs and security alerts.

### Maintenance and repairs

- Successfully manage tasks and workload using the online ticketing system and building management software.
- Procure quotes for routine and adhoc maintenance work on school premises.
- Undertake minor repairs and maintenance of the buildings and site.
- Arrange emergency repairs as required and ensure timely resolution.
- Monitor materials and stock and order supplies as needed.

### Compliance and record keeping

- Maintain digital records ('golden thread') of all statutory compliance, inspections, and safety decisions, in line with the Building Safety Act.
- Conduct and document regular risk assessments for fire, asbestos, legionella, COSHH, DSE, manual handling, and terrorism (Martyn's Law).
- Ensure compliance with Fire Safety (England) Regulations and maintain auditable records.
- Verify competence and training of all contractors and staff working on site, maintaining up-to-date records.



### Health and safety

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- Perform duties in line with health and safety regulations and take action where hazards are identified.
- Ensure mental health and wellbeing are considered in risk assessments and that mental health first aid provision is available.
- Provide training on health and safety issues to other premises staff.
- Participate in ongoing CPD and ensure all training is current and relevant.

### Fire safety

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- Lead on fire safety compliance, including routine fire door checks and fire drills.
- Ensure all staff are informed of emergency procedures and evacuation plans.
- Maintain fire safety equipment and records in line with statutory requirements.

### Contractor and staff management

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- Oversee onsite cleaners, groundsmen and maintenance contractors; checking that work is completed to required standards and within required timescales.
- Line manage premises staff (including caretakers and cleaners).
- Ensure all contractors comply with safeguarding and health and safety requirements.

### Communication and training

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- Communicate safety information and updates clearly to all staff, contractors, and stakeholders.
- Deliver induction and refresher training on health and safety procedures.
- Ensure staff understand emergency protocols and compliance responsibilities.

### Finance and resource management

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- Contribute to the management of the premises budget.
- Charge card holder for the purchase of materials to carry out repairs.
- Ensure cost-effective procurement and resource allocation.

### General duties

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- Undertake general duties, including moving furniture and equipment within the school.
- Facilitate lettings and carry out associated tasks, in line with local agreements.
- Ensure the operation and maintenance of specialised equipment following training.

### Safeguarding and general conduct

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- Recognise and report any concerns about pupils' safety, wellbeing, behaviour, or development, following school safeguarding procedures.
- Maintain safe working practices, professional boundaries, and confidentiality.
- Champion equality, diversity, and inclusion in daily practice.
- Complete mandatory safeguarding and professional conduct training.

- This job description outlines the duties of the post at the time of publication.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management.

### PERSON SPECIFICATION

Areas	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Relevant qualifications in premises management or health and safety (IOSH/NEBOSH preferred).</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of ongoing CPD in premises management and health and safety.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience maintaining digital compliance records and statutory documentation.</li> <li>• Proven experience in managing premises and supervising staff.</li> <li>• Experience in contractor management and procurement processes.</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>• Ability to organise others and own workload effectively.</li> <li>• Strong communication and interpersonal skills.</li> <li>• IT proficiency including MS Office and building management systems.</li> </ul>	
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of current health and safety law, including the Building Safety Act, Martyn's Law, and Fire Safety Regulations.</li> <li>• Understanding of safeguarding requirements and compliance obligations.</li> </ul>	

➔	Signed:	Date:
	Name:	School: