

Job Details

Job title: Site Manager

Base Setting: Kanesh Hill Primary School

Salary: Grade D

Hours: 37.5 per week, 52 weeks per year

Contract type: Permanent

Reporting to: Senior Administrator and Headteacher

Main Purpose

The Site Manager is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portering, and minor repairs
- Line management of school cleaning and caretaking staff
- Consistently promoting health and safety around the school
- All other aspects of site management, such as supervising external contractors, and site use and development planning

Duties and responsibilities

General duties

- Carry out portering duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to line manager
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors
- Advise on site development projects and make recommendations on site use
- Monitor and operate within the school maintenance budget (as allocated); to support and advise the person responsible for setting the maintenance budget and delivering the maintenance plan
- Assist with the determination of medium and long term strategies for building maintenance and site development

Cleaning

- Carry out ad-hoc cleaning duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises

- Take responsibility for maintaining supplies and ensuring the correct storage and usage protocols are followed: e.g. COSHH are complied with
- Ensure that cleaning staff carry out their duties professionally and effectively

Security

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary and by agreement
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Undertake regular inspections of the site, buildings and plant, recording necessary repairs, obtaining estimates and contacting contractors
- Advise the Headteacher on all matters relating to school security and safety
- Ensure that the school is compliant with Martyn's Law

Health and safety

- Support the review and implementation of H&S policies and procedures within the establishment
- To work with school staff to develop an inspirational and fit for purpose learning environment
- To develop opportunities for children to engage in site development and wider school life
- Ensure a safe working and learning environment in accordance with relevant legislation
- Ensure that the school is fully compliant in all areas of health and safety, all staff undertake the requisite training and that the school is fully prepared for internal and external audits etc.
- Work in partnership with the Academy Committee Health and Safety Champion to support termly assurance visits
- Undertake and review risk assessments relating to the school site and relevant activities
- Carry out and record regular health and safety checks on Parago, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to line manager
- Be responsible for arranging testing to meet statutory regulations including PAT, fixed wire, gas safety, asbestos and fire checks
- Provide safe access to the school in extreme hot/cold weather conditions
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work

Line management

- Manage the cleaning and caretaking team on a daily basis
- Ensure school terms and holidays are sufficiently covered with staffing
- Delegate tasks appropriately to staff and ensure the smooth running of the team

- Carry out performance development duties and make sure all staff in team have relevant, required training

General Responsibilities

Whole-Trust organisation, strategy and development

- Support the aims, values, mission and ethos of the Trust and participate in a team approach to all aspects of Trust life.
- Attend and contribute to team meetings and CPD/INSET days as required and identify areas of personal practice and experience to develop.
- Contribute to the development, implementation and evaluation of the Trust's policies, practices and procedures, to support the Trust's values and vision
- Make a positive contribution to the wider life and ethos of the Trust
- To be willing to travel to any site within the Trust and work collaboratively with site staff at other Trust settings, as required
- Provide information to the Trust, DfE and others as required

Safeguarding

- Promote the safety and wellbeing of all pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and the Trust's safeguarding and child protection policy
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Be aware of health and safety issues and act in accordance with the Trust's Health and Safety Policy
- To safeguard and promote the welfare of children and young people and follow Trust policies, including the staff code of conduct.

Professional development

- Engage fully in our Trust's professional growth process to fulfil potential and be able to participate effectively in the implementation of our Big Moves
- Take part in further training and development, including coaching, to improve own professional knowledge. You will participate in events and less formal networking and support opportunities at and with other colleagues within and beyond Inspire Learning Partnership
- Where appropriate, take part in the appraisal and professional development of others

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside work
- Have proper and professional regard for the ethos, policies and practices of the Trust and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the Trust community
- Respect individual differences and cultural diversity

Person specification

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none"> • Full driving license • Willingness to undertake mini-bus driving (desirable) • NVQ Qualification / Health and Safety qualification in Caretaking/Cleaning (desirable)
Experience	<ul style="list-style-type: none"> • Caretaking • Building maintenance • Security, including alarm systems • Cleaning work • Some DIY • Working in a team • Supervising a small team of staff • Managing a small team of staff • Working with contractors
Skills and knowledge	<ul style="list-style-type: none"> • Good knowledge of health and safety regulations • Ability to work flexibly, independently and as part of a team • Ability to plan, organise and prioritise • Ability to undertake manual handling tasks • Ability to undertake repairs, painting and decorating tasks
Personal qualities	<ul style="list-style-type: none"> • Proactive • Positive attitude • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure, problem solve and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Able to work flexibly and out of school hours as required
Physical requirements	<ul style="list-style-type: none"> • Be reasonably fit to carry out the duties of the job • Able to carry out some manual handling and lifting • Able to carry out work at high levels using appropriate equipment

Notes:

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out.

The postholder may be required to do other duties appropriate to the level of the role, as directed by your line managers.

This job description may be amended at any time in consultation with the postholder.

Inspire Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

Last review date: July 2026

Next review date: July 2027

Line Manager signature: _____

Date: _____

Postholder's signature: _____

Date: _____