



JOB TITLE: Site Manager 2026

GRADE: H6

RESPONSIBLE TO: School Business Manager/Head Teacher

PURPOSE OF THE JOB

To provide an efficient and effective support to the Headteacher in the management of the school premises and site, ensuring a clean, healthy, safe and secure environment. To be responsible for all matters relating to the satisfactory operation of the school's building, grounds and equipment. To work collaboratively with the Site Assistant, liaising daily to share key information and allocation of tasks.

MAIN AREAS OF RESPONSIBILITY

Security

- Primary designated key holder of the school for emergency access to the premises.
- To work with the Headteacher in ensuring the security of the school site, including the opening and shutting of the school and alarming the building and site.
- To monitor and maintain the effectiveness and use of the alarm, fire equipment and exits. Liaise with emergency services such as police, fire and medical as appropriate.
- To minimise trespass, raise the profile of site security and work with the PCSO if necessary to deal with intruders and report vandalism. Check that all electronic equipment is secure and to report any breaches of school security policies to the School Leadership Team (SLT).

Health and Safety

- Responsible for general traffic movement around the school and to ensure compliance with school traffic requirements.
- Understand and comply with the Health and Safety at Work Act (1974) and Control of Substances Hazardous to Health regulations (1988).
- To be a named fire officer, and to liaise with the Headteacher to plan and monitor periodic fire drills.
- To understand and comply with all requirements applicable to the daily operation of the school's facilities and systems e.g. operation of the school's heating plant.
- To undertake periodic daily, weekly or monthly checks and record the results for e.g. water temperatures, emergency lighting etc.
- To be an appointed Asbestos Authorising Officer (following appropriate accredited training) and carry out the responsibilities this entails including maintaining the school's asbestos register and authorising contractors to undertake work as required.
- To draft site risk assessments for approval as required.
- To be aware of Health and Safety matters relating to the school building.



- Maintain personal safety and deal with or arrange to be dealt with, all emergencies and make safe e.g. electrical and gas emergencies.
- Deal with or arrange to be dealt with all leaks, breakages etc. as appropriate.
- Ensure access, support as appropriate and secure premises for all emergency services.
- Prompt clearing and treatment of icy surfaces (including snow clearance) in adverse weather.
- Undertake termly Health and Safety checks with a representative of the Governing Body and the Headteacher.

Maintenance

- Comply with school systems and Local Authority procedures e.g. the reporting of faults, the regular inspection of the fabric of the school, ensure walkways are maintained safely, the gullies and drains work effectively and regularly check the boundary fences for signs of damage.
- Arrange scheduled maintenance and testing in line with school program e.g. tree survey, PAT testing etc.
- Liaise with contractors, workmen and other organisations; monitor their activities, enable them to complete their work.
- Move equipment, furniture, deliveries, supplies and materials around the site as necessary.
- Maintain the cleanliness and general tidiness of all areas e.g. empty bins, litter pick, grounds maintenance outside contracted services etc.
- To be main point of contact for contracted services e.g. grounds maintenance.
- Actively promote the school's energy saving priorities.
- DIY duties which may include minor repair, maintenance and decorating.
- Such other reasonable duties which may arise from use of the premises.

Cleaning

- To supervise the directly employed and contract cleaning staff and ensure that cleaning standards are maintained to a high standard.
- To respond to and undertake specific, immediate cleaning tasks e.g. illness, flooding toilets etc.
- The post holder will spend approximately a quarter of the working week on cleaning duties and the remainder on caretaking duties. The balance of work will be reviewed from time to time with the changing needs of the school.
- Check and replace paper towels, toilet rolls as necessary.
- Monitor and order adequate stock of appropriate materials and equipment for cleaning purposes.
- Check storage and use of substances, keeping COSHH records up to date.

Lettings

- Work with the School Office Manager to ensure the efficient use of the school site to generate the maximum lettings income for the school, ensure the hirers are made to feel welcome and school letting requirements and systems are complied with.
- The school premises may be used during evenings and weekends for school activities and by outside hirers. The postholder will be expected by mutual agreement with the



Headteacher to attend during lettings for which additional payments will be made in accordance with agreed rates.

- Liaison with designated member of the PTA for certain planned events to arrange site set up and access requirements.

General

- Handyperson duties which may include repairs to furniture and fixtures, basic plumbing requirements and decorating tasks.
- Work with the school community to ensure that good practice related to energy conservation is adopted at all times and that systems are in place to support this practice.
- Plan and monitor appropriate budgets under the supervision of the School Business Manager.
- Liaise with the Headteacher/School Business Manager to identify training needs for site team and wider staff.
- Prepare termly update for the Governing Board.
- To read and respond to emails at least twice per day in accordance with school policy.
- Any other duties which may arise from time to time as requested by the Headteacher or School Business Manager.

JOB CONTEXT

Flexibility to work around specific school events is desirable which may include some evenings and weekends. If required, the dates will be communicated in advance and be paid as additional hours at an agreed rate.

This is a physical role and will require the ability to perform some lifting and carrying, ladder duties as well as movement around our extensive grounds. The job may involve working in inclement weather conditions.

Holidays are to be taken in agreement with the Headteacher to enable the effective operation of the site during term time and the school holidays.

KNOWLEDGE, EXPERIENCE, TRAINING

- Experience of working in school or similar environment is desirable but not essential.
- Flexibility and sensitivity to the needs of a wide range of users of the school is essential.
- Knowledge of efficient cleaning methods and materials is desirable.
- Evidence of success in completing handyperson or DIY tasks, including attention to detail is essential.
- Ability to use email as a communication tool and basic spreadsheets and documents to provide accurate records of work completed.
- The successful candidate will be expected to attend training courses (these could be delivered in person or online), which are considered essential or relevant to the position.



EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

SAFEGUARDING

Be aware of and comply with policies and procedures relating to child protection and report all concerns to an appropriate person.

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices. All staff should make every effort to attend team meetings as required.

** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.