

Job Description and Person Specification

Role	Site Manager
Grade and Range:	Grade 4 , Points 8 to 14
Department:	Premises
Accountable to:	Headteacher
Date last reviewed:	June 2026

Position Overview

To undertake a range of site management duties to the agreed quality standards, including security, daily cleaning, portering and maintenance of school sites and premises thereby ensuring a safe working environment and inspirational learning environment where all take pride in the site.

This is a full time, all year-round position. That will include a split daily shift pattern of 06:30 – 10:00 and 14:00 – 18:00. Flexibility with these hours may be required, to accommodate any school event.

Main Duties

1. Monitor and operate within the school maintenance budget as allocated by the governing body of the school; to support and advise the responsible person setting the maintenance budget and delivering the maintenance plan
2. Assist with the determination of medium- & long-term strategies for building maintenance and site development
3. Administration and coordination of building related matters of maintenance, repair and servicing.
4. Effective supervision and directive advice to the cleaning staff & any members of the wider site team, to quality assure cleaning and to maintain records of timesheets, rotas, attendance records as required

5. Liaison with contractors, obtaining quotations and supervision of contractors on site, ensuring compliance with H&S regulations and quality control of the work carried out
6. Undertake regular inspections of the site, buildings and plant, recording necessary repairs, obtaining estimates and contacting contractors. Updating the H&S compliance database daily.
7. Record all deliveries and maintain the required information in the log books/stock cards, ensure adequate supplies are maintained to meet the needs of the establishment and the cleaning staff
8. Support the review and implementation of H&S policies and procedures within the establishment
9. Engagement with the Trust on key expectations and activities in relation to site management – including the Trust Site Manager network.
10. To work with school staff to develop an inspirational and fit for purpose learning environment.
11. To develop opportunities for children to engage in site development and wider school life.
12. Ensuring security of the premises together with its contents. Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism.
13. Key holder responsibility.
14. Attending to the heating & lighting of the premises and ensuring that the required temperatures are maintained.
15. Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported.
16. Attend to the heating of the premises at weekends during the approved winter period when necessary and required.
17. Cleaning of designated areas in the establishment (and maintenance of high standards in these areas), removing graffiti from internal & external surfaces. Working with the contract cleaners to ensure all areas are clean and maintained.
18. Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gulleys,

salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises.

19. Carrying out portering duties as and when required.
20. Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings, if required.
21. In cases of emergency outside the working week e.g. intruders, fire, floods, etc., to attend for such as required.

General Duties

1. Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager.
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Central Team.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. Be a flexible and supportive member of the team.
9. To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the Central Team and schools.

Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).



	Essential	Desirable
Qualifications		
A good standard of secondary education to GCSE level or equivalent (Literacy and Numeracy Level 2/ Grade C or equivalent)	AF	
Full Driving License	AF/AST	
NVQ Qualification / Health and Safety qualification in Caretaking / Cleaning		AF/I
Experience		
Minimum of 2 years experience in an appropriate role. This period should include time in a supervisory role.	AF/I	
Previous contract cleaning experience, basic cleaning methods and the use of equipment.	AF/I	
Premises security and the ability to make secure emergency repairs.	AF/I	
The use of floor maintenance machines and industrial vacuum cleaners.	AF/I	
Maintenance of heating systems.	AF/I	
Teamwork and staff supervision.	AF/I	
Behaviours		
Excellent communicator		
Professional and approachable		
Ability to problem-solve as part of a team or working alone		
Confident at following through on tasks and problem solving		
Proactive		
Positive attitude		
Demonstrates resilience		
Can work collaboratively with others and develop good working relationships		
Skills		
Basic maintenance skills – painting and decorating, gardening, joinery, DIY etc		
Motivational Skills		
Ability to work on own initiative and within a team	AF/I	



Ability to prioritise and multitask whilst managing stakeholder expectations	I	
High degree of attention of detail	AST	
Good level of IT skills including outlook and MS office	AF/I	
Attributes		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves	I	
Committed to own continuing professional development		AF/I
Committed to putting children's education first	I	
Other		
Willingness to undertake training and train other employees as directed.	AF/I	
To understand customer needs and provide a high standard of customer service.	AF/I	
Ability to travel to other Trust sites		I
A commitment to abide by and promote the Trust's equal opportunities, health and safety and child protection policies	AF/I	