

# Site Manager

## Perryfields Academy



<b>Title of Post</b>	<b>Site Manager</b>
<b>Status</b>	<b>Permanent, 36.5 hours per week, whole year Monday – Friday</b>
	<b>Flexible working required to meet the needs of the Trust.</b>
<b>Salary/Grade</b>	<b>Grade 3 £27,254 - £33,699 (depending on qualifications and experience)</b>
<b>Start date</b>	<b>August/September 2026</b>
<b>Closing Date</b>	<b>Friday 10 July 2026</b>

### **Job Description**

The Site Manager is responsible to the Operations Manager (OM) and Headteacher for the management, safety, and maintenance of the Perryfields Academy buildings and grounds. The role ensures a secure, clean, and efficient learning environment through rigorous statutory compliance and proactive site management.

Perryfields has recently received planning permission for a new school building, so this is an exciting time to be joining the team and oversee the project which will truly transform the facilities for our students, staff and the wider local community.

### **Core Responsibilities**

#### **Site Security & Safety**

- Manage the daily opening and closing of premises (gates, doors, windows, and fire exits) for school use, community lettings, and emergency access.
- Act as a primary point of contact for emergency services and take effective action to deal with any unauthorised site intrusions.
- Oversee the upkeep and regular testing of fire alarms, lockdown procedures, and security alarm systems.
- Ensure all Health & Safety signage is correctly displayed, visible, and compliant with current requirements.

#### **Statutory Compliance & Health & Safety**

- Conduct weekly internal site walks to ensure all fire exit routes remain clear and undertake inspection of school boundaries.
- Maintain up to date records for all statutory testing using the Trust's CAFM system.

- Produce and manage Risk Assessments and Safe Working Procedures (SWP) for all site-related activities, ensuring the site team follows all protocols.

### Management of Personnel

- The postholder will be expected to manage their own time and that of the team including covering any absence to ensure continuity of provision.
- Organising and managing the teams over holiday periods to ensure the school site is open and closed.
- Line manage all site staff at Perryfields Academy, as per the staff performance review cycle.
- Planning, arranging and overseeing the work and conduct of all contractors on school site, ensuring Health & Safety policies are adhered to at all times.
- Organising, planning and managing work plans and schedules for site team based on contractors on site and school priorities.
- Challenging and managing the site team's day to day duties, rotas and priorities including PPM checks.

### Maintenance & Contractor Management

- Proactively identify and rectify damage, vandalism, or wear and tear. Perform or oversee remedial actions to maintain high site standards.
- Plan and supervise the work of external contractors, ensuring they provide RAMS (Risk Assessments and Method Statements) and adhere to school H&S policies. Oversee quality assurance of works.
- Monitor heating, electric, and water usage to ensure cost-effectiveness. Record meter readings and authorise utility invoices for the Finance Team.

### Site Operations & Janitorial

- Monitor any enquiries on the lettings platform, conduct site tours for potential hirers, and ensure facilities are prepared and secured in accordance with the Trust's policy.
- Manage the day-to-day cleaning and grounds maintenance contracts, reporting any breaches or performance issues to the Operations Manager.
- Prepare halls and classrooms for assemblies, exams, and functions. Manage the school minibus, including regular safety checks and external testing.
- Order and manage inventories for essential supplies (hygiene products, rock salt, etc.). Keep inventory of tools on site.

### Environmental & Weather Management

- Lead emergency procedures during severe weather, ensuring pathways, drives, and playgrounds are cleared of snow and ice and treated with rock salt. Provide updates to the relevant stakeholders.
- Ensure high standards of cleanliness throughout the day, including the immediate clearance of spillages or hazards.

### Professional Liaison

- Foster positive working relationships with school staff, Lunchtime Supervisors, the cleaning team, and external contractors.
- Attend regular briefings with the Operations Manager and staff meetings as required to report on site defects, progress, or safety concerns.

## Person Specification

Qualifications	Experience, skills and knowledge
<p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• 3 or more Grade 4-9/A* - C grades at GCSE (or equivalent) including Maths and English</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• NVQ/City and Guilds (or recognised equivalent) in relevant area</li> <li>• NEBSS Manual Supervisors Course</li> <li>• IOSH, COSHH and working at heights</li> </ul>	<p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Experience in caretaking/ cleaning work and managing a team</li> <li>• Knowledge of maintenance and cleaning techniques</li> <li>• Good written and oral communication skills</li> <li>• IT skills – Microsoft Office, including the use of iPads and other devices</li> <li>• Ability to summarise and record information accurately</li> <li>• Able to motivate self and others</li> <li>• Able to communicate with both internal and external stakeholders</li> <li>• Knowledge of Health and Safety</li> <li>• Able to deal with emergency situations</li> <li>• The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post</li> </ul>
Personal Qualities	
<ul style="list-style-type: none"> <li>• Ability to work in a demanding environment</li> <li>• Able to plan own workload to meet deadlines and respond flexibly to changing circumstances</li> <li>• Effective time management skills</li> <li>• A 'can do' approach and positive outlook</li> <li>• Innovative approach, enthusiastic and generous of spirit</li> <li>• Be committed to safeguarding and promoting the welfare of children and young people</li> <li>• Available for duty as necessary during opening and closing hours of establishment</li> </ul>	

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check.*

*We reserve the right to close the advert early if a strong field of applicants is received prior to the closing date.*

*We are committed to equality and value diversity, and therefore particularly welcome applications from under-represented groups.*

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain*

