



Job description: Site Manager

Salary: NJC Scale L4d pt 15 – 20 £30,024 - £32,597

Hours: 37.5 Hours per week, 52 weeks a year -

Contract type: Permanent

Reporting to: Headteacher / Business Manager

Line Manage: Part time Site Agent

Main purpose

As Site Manager, you'll be responsible for the operational management of the school's buildings, grounds and facilities, supporting a team of caretaking and cleaning staff and overseeing health and safety across the site. From coordinating maintenance, repairs and statutory compliance, to managing contractors, security arrangements and event set-ups, you'll be hands-on and at the heart of school life.

This role is ideal for someone who thrives on variety, takes pride in maintaining high standards and can balance planning with practical problem-solving. Working closely with senior leaders, you'll help ensure the school runs smoothly behind the scenes, creating a safe, welcoming and well-organised environment for pupils, staff and visitors alike.

Main Duties & Responsibilities

Site Management Tasks

- To liaise with the Business Manager on a regular basis to discuss requirements, duties, and developments within the school
- To assess maintenance needs with the Business Manager on a regular basis and give advice and make recommendations for improvement
- To identify areas of improvement and undertake minor repairs inside and outside the buildings and around the school grounds including re-decorating and paint repairs
- Where necessary arrange for three quotes when procuring supplies or services as to maintain best value for repairs and maintenance
- To prioritise the programme of minor works at the school, taking into account urgent need and health and safety issues
- To manage a budget for minor maintenance works and repairs
- Assess and carry out minor repairs and maintenance independently and commission experts where required
- To ensure playgrounds, paths and carparks are in a satisfactory condition, including puddle and snow clearing and salting as required

Security and Fire Safety

- To ensure that the building and site are left in a secure condition that includes locking /

unlocking school gates, internal and external doors, and closing windows

- To act as key-holder and to be called out to deal with emergencies and take action as appropriate (call-outs occurring outside normal working hours are paid over and above set salary and at an agreed rate for overtime)
- To alert the Business Manager to any risk that may result in a breach of security
- To ensure servicing of intruder and fire alarms are maintained
- To ensure routine in-house fire safety checks are completed and recorded in the fire logbook
- To patrol the site and check for hazards, damages or intruders

Lighting and energy

- To ensure lighting is kept in good working
- To ensure the school is adequately heated, including adjustment to the heating clock and thermostat
- To control levels of heating and ventilation throughout the buildings as required by the school
- Record and submit (where required) meter readings to the Finance Officer
- Test and record emergency lighting

Porterage

- To provide an effective porterage service to include deliveries, furniture removals, or any other lifting tasks required by the school and to arrange suitable storage. To arrange for the disposal of any redundant furniture and equipment.

Contractors

- To liaise with contractors to arrange quotes in order to ensure best value
- To act as liaison officer with contractors and outside agencies as appropriate, regarding access to the school site
- To act as liaison officer with contractors and outside agencies whilst they are on site, monitoring their progress and ensuring that work is carried out to the required standards

Training

- To undertake training and attend courses as appropriate to carry out duties in a safe and efficient manner

Compliance

- Undertake in-house Health and Safety checks, recording outcomes online
- Report any non-compliance to School Business Manager and advise solutions
- Liaise with contractors completing Health and Safety checks, recording outcomes online
- Facilitate works to remedy any non-compliance following external Health and Safety checks
- Liaise with contractors and undertake client role in connection with premises-related contracts

- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds

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 Site Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role.

In return we offer:

- A happy, friendly, welcoming environment with a strong, positive and caring ethos.
- An opportunity to develop your skills.
- Free onsite parking
- Cycle to work scheme
- Defined Local Government Pension Scheme
- Employee Assistance Programme
- Free Flu Vaccinations

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Willingness to undertake induction training • Annual Safeguarding training as appropriate • NVQ2 or equivalent qualifications desirable • Good numeracy/literacy skills or GCSE (or equivalent) Maths and English • Specific training in specialist area
Experience	<ul style="list-style-type: none"> • Team working ethos • Building/electrical/handyperson experience • Caretaking/Site Manager/Building Manager experience in a school or similar environment
Skills and knowledge	<ul style="list-style-type: none"> • Willingness to develop knowledge of ICT use and other specialist equipment/resources • Working knowledge of relevant policies/codes of practice/legislation • Self-motivation • Ability to relate well to children and adults • Knowledge of Health & Safety procedures and precautions • Knowledge of COSHH regulations • Awareness of health and hygiene procedures • Knowledge of moving and handling procedures • Willingness to participate in development and training opportunities • Team-leading skills
Personal qualities	<ul style="list-style-type: none"> • A commitment to promoting the ethos and values of the school • Ability to prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs/actions are not expressed in ways that exploit the position

Notes:

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