



# MILTON PARK

Primary School

## Job Description for SITE MANAGER

**Post:** Site Manager  
**Salary and grade:** Grade D (£27,779 - £30,564)  
**Hours:** 37 hours per week, 52 weeks per year  
**Name:**  
**Responsible to:** Finance, Office & Operations Manager  
**Overall purpose:**

- To manage the utilisation of the school premises and associated facilities for both educational and allied usage ensuring the premises are presented at all times in a clean, secure, safe and well-maintained state.
- To organise a school maintenance programme and monitor any associated budgets.
- Supervision, direction, development and recruitment of staff to include induction and training.

### KEY ACCOUNTABILITIES

- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
- To work with colleagues to achieve service plan objectives and targets
- To participate in Employee Development schemes, Performance Management and contribute to the identification of own team development needs
- To ensure the safety and wellbeing of all pupils in line with the school's safeguarding policy and KCSIE, reporting all concerns to a DSL using the appropriate means.

### KEY RESPONSIBILITIES

- Management of site utilisation during times that facilities are required.
- Supervision of capital projects, from planning to completion, including liaison with all outside agencies and interested parties.
- Prioritise maintenance tasks and ensure timely completion of repairs.
- Oversee the upkeep of school grounds, including playgrounds and external equipment.
- Liaise with contractors to ensure work meets required standards.
- Coordinate complex projects and support the management of works.
- Supervision of the Site Team, organisation of continuous cover during the school session and for the duration of external hires, outside the normal school day.
- Organisation of plans and procedures for emergency situations and liaison with emergency services.
- Number two key holder on 24 hour emergency call after third party security company.
- Manage and monitor contractors to ensure compliance with health and safety regulations.
- Oversee the removal of rubbish.
- Oversight of general security and arrangements for locking and unlocking of all premises, responding to enquiries from individuals/visitors to the school.

- Monitor and ensure the recording of regular checks on fire alarms, extinguishers, intruder alarms, residual current devices and visual checks of electrical fittings.
- Ensure escape routes are clear, hazardous materials are safely stored, and COSHH regulations are followed.
- Keep the asbestos register up to date and ensure all contractors sign the register.
- Oversee the movement, reception and storage of furniture, equipment, supplies etc.
- Report in accordance with agreed procedures any trespass on the premises, damage from intruders and unauthorised parking of vehicles.
- Oversee building cleaning standards and/or frequencies to ensure that work is carried out in accordance with the school's specification and report findings.
- Keep the site accessible and safe for staff (for example, gritting during icy weather).
- Operate and monitor the heating plant and temporary heating equipment to, whenever possible, maintain appropriate temperatures.
- Carry out Risk Assessments and Audits for all areas of the site and for all working practices of the Site Team.
- Support and manage the recruitment, induction and training of new premises staff.
- Provide health and safety induction to all staff.

**The school site manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.**

**Whilst the job description above endeavours to provide a clear outline of the duties of the post holder, additional appropriate responsibilities may be determined in light of the needs of the school and at the discretion of the Headteacher.**

**The job description will be reviewed annually to reflect or anticipate changes in the job requirements in response to the needs of the school.**