

Site Manager Job Description

Wembley Manor – Site Manager

TITLE: Site Manager

REPORTING TO: Headteacher and SLT

SALARY/GRADE: SO2 Spinal points 26 – 28

Contract type: All year round – 36 hours per week

PURPOSE OF JOB

To lead the operational management of the school site, ensuring a safe, secure, compliant and well-maintained environment that supports outstanding educational provision for pupils with special educational needs and disabilities (SEND).

The Site Manager is responsible for the day-to-day management of the premises, health and safety compliance, security, maintenance, cleaning standards, contractor management and estates development. The postholder will work closely with the Headteacher, CFOO and Trust colleagues to ensure the school meets all statutory responsibilities relating to health and safety, premises management and safeguarding.

The Site Manager will promote a culture of safety, continuous improvement and excellent customer service across the school community and contribute to the wider operational effectiveness of the Trust.

MAIN DUTIES AND RESPONSIBILITIES

1. Health, Safety and Compliance

Act as the school's operational lead for health and safety and ensure compliance with all relevant legislation and Trust policies.

Responsibilities

- Ensure compliance with all statutory health and safety requirements.
- Maintain and monitor the school's Health and Safety Management System.
- Undertake regular site inspections and identify hazards, defects and risks.
- Ensure that risk assessments are implemented and monitored.
- Support the completion and review of departmental risk assessments.
- Maintain compliance records and statutory inspection documentation.
- Ensure corrective actions arising from inspections are completed promptly.
- Manage and monitor compliance relating to:
 - Fire safety
 - Asbestos management
 - Legionella control
 - Electrical safety
 - Gas safety
 - Emergency lighting

- Lifting equipment
- Play equipment
- COSHH
- Building safety
- Support the planning and implementation of emergency evacuation procedures.
- Participate in fire drills and emergency planning exercises.
- Investigate accidents, incidents and near misses as required.
- Ensure all contractors operate in accordance with health and safety requirements.
- Promote a positive health and safety culture across the school.

2. Site Security and Safeguarding

Ensure that the school site remains secure and supports the safeguarding of pupils, staff and visitors.

Responsibilities

- Act as a key holder for the school.
- Ensure the school is opened and secured in accordance with agreed procedures.
- Operate and monitor alarm systems, CCTV and access control systems.
- Ensure perimeter fencing, gates and security systems remain effective.
- Monitor visitor and contractor access arrangements.
- Respond to out-of-hours emergencies where required.
- Report and address security breaches promptly.
- Support safeguarding arrangements through effective management of the site.
- Ensure safeguarding considerations are incorporated into all premises activities.
- Maintain security during school events, lettings and community use.

3. Premises and Estates Management

Ensure the school buildings and grounds are maintained to a high standard and remain fit for purpose.

Responsibilities

- Develop and implement planned maintenance schedules.
- Carry out regular inspections of buildings, grounds and equipment.
- Identify maintenance requirements and prioritise works accordingly.
- Undertake minor repairs where appropriate.
- Coordinate reactive maintenance activities.
- Maintain site appearance and standards.
- Ensure grounds are safe, tidy and well maintained.
- Oversee waste management arrangements.
- Monitor utility usage and identify opportunities for efficiencies.
- Support sustainability and environmental initiatives.
- Maintain asset registers where required.
- Assist with capital works and premises improvement projects.
- Contribute to the development of the Trust's estates strategy.

4. Contractor and Facilities Management

Manage external contractors to ensure services are delivered safely, effectively and provide value for money.

Responsibilities

- Procure maintenance services in accordance with Trust procedures.
- Obtain quotations and support tendering processes.
- Monitor contractor performance and service delivery.
- Ensure contractors comply with safeguarding and health and safety requirements.
- Verify completion of works and resolve defects.
- Maintain contractor records and documentation.
- Manage service contracts including:
 - Cleaning
 - Grounds maintenance
 - Fire safety servicing
 - Mechanical and electrical servicing
 - Security systems
 - Waste management
 - Water hygiene
- Support contract reviews and performance monitoring.

5. Cleaning and Environmental Standards

Ensure the school environment remains clean, safe and welcoming.

Responsibilities

- Monitor cleaning standards across the school.
- Manage cleaning staff where applicable.
- Conduct regular quality assurance inspections.
- Ensure adequate cleaning supplies are maintained.
- Coordinate deep cleaning programmes.
- Monitor infection prevention and control measures.
- Ensure all areas are maintained to a standard appropriate for a special school environment.
- Address cleaning issues promptly and effectively.

6. Leadership and Staff Management

Provide effective leadership and management of site-based staff.

Responsibilities

- Lead, supervise and support site and premises staff.
- Allocate work and monitor performance.
- Conduct supervision and appraisal meetings.
- Identify training and development needs.

The Rise Partnership Trust (RPT) is a company limited by guarantee which has exempt charity status. RPT is registered in England and Wales (company number 10027322) c/o Manor School.

- Support recruitment and induction processes.
- Ensure staff understand their responsibilities regarding health and safety and safeguarding.
- Promote high standards of conduct and professionalism.

7. Financial Management and Procurement

Support effective financial management of premises-related expenditure.

Responsibilities

- Monitor premises-related budgets as delegated.
- Ensure expenditure achieves value for money.
- Raise purchase orders in accordance with Trust procedures.
- Monitor maintenance and facilities expenditure.
- Support budget planning and forecasting.
- Identify opportunities for efficiencies and cost savings.
- Ensure procurement activity complies with Trust policies and financial regulations.

8. SEND and Accessibility Responsibilities

Support the school's specialist provision through effective premises management.

Responsibilities

- Ensure facilities support the needs of pupils with complex SEND.
- Maintain specialist environments and equipment.
- Support accessibility across the school site.
- Ensure compliance with Equality Act requirements.
- Work collaboratively with therapists and teaching staff to maintain specialist facilities.
- Support positive behaviour approaches through the provision of safe and suitable environments.

9. Lettings and Community Use

Support the effective management of school lettings.

Responsibilities

- Prepare facilities for community use.
- Ensure users comply with health and safety requirements.
- Monitor site use during lettings where required.
- Ensure facilities are left in an appropriate condition.
- Secure the site following lettings.
- Support income generation through effective use of school facilities.

10. General Responsibilities

- Support the vision, values and objectives of the Trust and school.
- Demonstrate a commitment to safeguarding and promoting the welfare of children.

The Rise Partnership Trust (RPT) is a company limited by guarantee which has exempt charity status. RPT is registered in England and Wales (company number 10027322) c/o Manor School.

- Comply with all Trust policies and procedures.
- Maintain confidentiality and GDPR compliance.
- Participate in training and professional development.
- Promote equality, diversity and inclusion.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation and will be reviewed annually.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I agree to undertake the duties listed above.

Name Date:

Signed

Site Manager Person Specification

| Criteria | Essential | Desirable |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications and training | <ul style="list-style-type: none"> • NEBOSH General Certificate or relevant qualification equivalent to NVQ 4 • Health & Safety at Work certificate • ILM or NEBS or equivalent level of supervisory experience • Good literacy and numeracy skills | <ul style="list-style-type: none"> • Any other relevant qualifications and experience within discipline, or through recognised trade body • First Aid • MIDAS trained |
| Experience | <ul style="list-style-type: none"> • Experience of maintenance and security of buildings and grounds to a required standard • Experience of managing and monitoring health & safety within a school or similar establishment • Experience of liaising and negotiating with external contractors • Experience of managing contracts. • Able to prioritise and manage time effectively. • Ability to meet deadlines. • Basic ICT skills | <ul style="list-style-type: none"> • Experience of project management. • Practical with good organisational skills. • Use of Microsoft Office including Word, Excel and Outlook |
| Knowledge & understanding | <ul style="list-style-type: none"> • Good understanding of COSHH requirements • Full understanding of relevant policies, procedures, codes of practice and legislation in relation to health & safety • Detailed knowledge of Health & Safety at work | <ul style="list-style-type: none"> • |
| Professional values and practice | <ul style="list-style-type: none"> • Be positive and respond to situations in a calm, professional manner at all times. • Work collaboratively within a team using own initiative. • Ability to establish constructive relationships with contractors, Trust, LA and outside professionals • A high level of commitment to safeguarding, inclusion and equality in all aspects of school life. • Ability to recognise the importance of ensuring a secure and safe environment for all users of the school. • Demonstrate a willingness and ability to improve own practices and to act on feedback. | |
| Personal Qualities | <ul style="list-style-type: none"> • Physically and emotionally resilient in order to work with students with challenging behaviour and with a range of complex SEND • Ability to develop strong, positive relationships and communicate effectively with staff, students and parents (verbally and in writing). • Ability to lead high quality training sessions with individual, groups and whole staff groups. • Self-confident with a collected professional manner. • A good record with regard to punctuality and attendance at work. • Commitment to the ethos and practices of the school. Promote a positive image of the school. | |



Wembley Manor School
163 London Road
Wembley
London
Brent
HA9 7EU
T: 02046 310888
E: enquiries@wembleymanor.co.uk
W: www.wembleymanor.co.uk



The Rise Partnership Trust (RPT) is a company limited by guarantee which has exempt charity status.
RPT is registered in England and Wales (company number 10027322) c/o Manor School.