

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Site Manager
LOCATION:	Spring Common Academy [American Lane, Huntingdon, PE29 1TQ]
RESPONSIBLE TO:	Director of Operations and Headteacher
SALARY:	Scale 5, points 12 -17 [£28,598 – £31,022]
HOURS:	37 hours, 52 weeks

Focus of the Post:

The Site Manager has overall responsibility for the safe, secure and efficient management of the academy site, premises, vehicles and facilities. The role ensures that the environment is well maintained, compliant with statutory requirements and supports the effective delivery of education. This includes leading and managing the caretaking team, overseeing contractors and suppliers and planning long-term improvements to the academy environment.

The main purpose of the role:

- To ensure the academy site, buildings, vehicles and grounds are maintained to a high standard, safe and fit for purpose at all times.
- To lead on the planning, implementation and monitoring of rolling maintenance and decorating schedules, ensuring proactive and cost-effective site management.
- To manage premises-related contracts and suppliers in agreement with the Director of Operations and Headteacher, including sourcing quotes in line with the Trust's procurement policy.
- To ensure compliance with health and safety legislation and trust policies, carrying out statutory checks, audits and risk assessments as required.
- To line manage caretaking staff, delegating tasks, monitoring performance and promoting a positive, proactive working culture.
- To provide professional advice and recommendations to senior leaders on site improvement, compliance and long-term development.

Accountabilities:

1. Site, Premises and Facilities Management

- Plan, oversee and carry out maintenance, repairs, redecoration and improvements to buildings, grounds and equipment.
- Source and obtain quotes for works, services and supplies in line with the Trust's procurement policy, ensuring compliance, value for money and fairness in supplier selection.
- Develop, implement, and monitor a rolling programme of site maintenance, ensuring proactive planning for inspections, repairs and compliance.

- Create and manage a planned decorating and refurbishment schedule, ensuring the school environment is well-presented and fit for purpose.
- Manage and monitor contractors, caretakers and cleaning/grounds staff, ensuring standards are met and best value is achieved.
- Inspect the site daily, addressing issues promptly and reporting to the Director of Operations / Headteacher where required.
- Organise, order and maintain cleaning and maintenance materials, equipment and stock within agreed budgets.
- Ensure the site and facilities are prepared for school events, meetings, INSET days, and lettings, ensuring smooth operation and compliance with school policies.
- Operate, monitor and maintain heating, ventilation and energy systems; liaise with contractors as needed.
- Keep accurate records of site maintenance, energy usage, inspections, and repairs via the trusts iAM Compliant system.

2. Health, Safety, and Security

- Act as principal key holder, managing site security, including opening/closing, alarms, call-outs and emergency response.
- Ensure statutory checks are carried out and recorded (e.g., fire alarms, fire exits, emergency lighting, water hygiene, electrical testing).
- Ensure compliance with health and safety regulations and COSHH, keeping accurate records and updating risk assessments as required.
- Lead on the annual fire risk assessment and contribute to the school's wider health and safety audits.
- Supervise site security on a daily basis, including prevention of trespass, liaison with emergency services and management of emergencies (fire, floods, breakages).
- Ensure safe site access in adverse weather by organising gritting, snow clearance, and emergency response.

3. Vehicle Maintenance

- Ensure the maintenance, servicing, and MOT of school minibuses, ensuring compliance with legal and safety standards.
- Ensure regular safety checks, including seatbelts, restraints, and emergency exits are conducted and recorded.
- Ensure vehicle cleanliness and hygiene standards, including routine sanitisation.
- Keep detailed logs of all servicing, repairs, and inspections.

4. General Site Duties

- Respond promptly to emergencies, including spillages, leaks, electrical/gas issues, and health/safety hazards.
- Manage waste and recycling, including external bins, skips, pest control, and drainage systems.
- Maintain the tidiness and cleanliness of the site, including gardens, grounds, car parks, and external areas.
- Ensure appropriate storage of tools, equipment, and hazardous substances, keeping accurate inventories and safety records.
- Support the safe and efficient delivery, movement, and storage of goods, equipment, and furniture around the site.

5. Leadership and Professionalism

- Line manage caretaking staff, delegating tasks, setting priorities and monitoring performance to ensure standards are achieved.
- Promote a positive, proactive and safety-focused culture within the site team.
- Provide advice and support to the Director of Operations / Headteacher on maintenance, site improvements and long-term planning.

- Undertake relevant training and professional development, including First Aid and PAT testing.
- Uphold the Trust's commitment to safeguarding, equality, and inclusion.

Safeguarding our pupils:

All staff work as part of a team. They are required to support the values and ethos of the academy and trust and school priorities as defined in the School Development Plan and priorities. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring Service check (DBS) to be undertaken. Therefore, it is essential in making your application that you disclose any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice. The DBS check will reveal both spent and unspent convictions, cautions and bind-overs as well as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and check to establish that a person is not barred from 'regulated' activity as defined by the Safeguarding Vulnerable Groups Act 2006.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

The fact that a pending prosecution, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

In the event of employment being taken up, any failure to disclose relevant convictions will result in dismissal or disciplinary action by the academy.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

The trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Qualifications/Training – Essential

- Full, clean driving licence.
- Willingness to undertake further training relevant to the role (e.g., Health & Safety, First Aid, PAT testing).

Qualifications/Training – Desirable

- PAT testing licence.
- First Aid qualification.
- Trade qualification in a relevant area (e.g., electrical, plumbing, joinery).

Knowledge/Experience – Essential

- Handyman or site maintenance experience.
- Experience of working with Health & Safety systems and carrying out risk assessments.
- Understanding of Health & Safety legislation and COSHH guidelines.
- Experience in building/grounds maintenance or site management.
- Experience of managing or overseeing premises-related contracts and suppliers.

Knowledge/Experience – Desirable

- Experience supervising or managing staff.
- Experience of working in an educational setting.
- Successful experience over a number of years in a building/engineering trade.
- Experience supporting or managing tendering processes for site-related services.

Skills/Abilities – Essential

- Good literacy, numeracy, and ICT skills.
- Strong organisational and time management skills.
- Ability to plan, implement and monitor site maintenance and decorating schedules.
- Ability to plan, prioritise and delegate work effectively.
- Ability to establish constructive relationships with staff, contractors and other professionals.
- Ability to work flexibly and independently, using initiative.
- Ability to monitor contractor performance and ensure best value.
- Attention to detail and proactive approach to site improvements.

Skills/Abilities – Desirable

- Ability to contribute to the development of long-term premises and improvement plans.
- Knowledge of administrative systems and accurate record keeping.
- Ability to manage small-scale projects and improvement schemes in consultation with senior leaders.

Special Requirements

- Commitment to safeguarding and promoting the welfare of children and young people.
- Commitment to equality, diversity and inclusion.
- Flexibility to work outside normal hours when required (e.g., emergencies, lettings, call-outs).
- Willingness to work across Trust sites if required.

Application form and letter of application to:

Jon Panther, Director of Operations via jpanther@horizons.org.uk