



'Nurturing growth, aspiration and achievement'

Job Title: Site Manager

Reporting To: Business Manager/Headteacher

Purpose of the Role

- To ensure day-to-day operation, safety, and cleanliness of the school site, carrying out maintenance and assisting in maintaining a safe environment for all users.
- Ensuring that the learning environment is safe, pleasant, and fit for purpose to support teaching and learning.
- To manage statutory compliance, ensuring that all premises-related functions are safe, efficient, and fully compliant with legal requirements.

Key Responsibilities

Site Maintenance

- Maintaining proactive oversight of the physical condition of the grounds, buildings, furniture and equipment and taking appropriate steps to carry out maintenance and repairs, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson.
- Maintain cleanliness and tidiness of external areas.
- In consultation with the Business Manager and/or Headteacher, to prioritise the programme of minor works, taking into account urgent needs and health and safety issues. Obtain quotations for agreed work ensuring best value for the school.
- Produce and deliver a painting and decorating schedule for the term time and school holidays.
- Operation of the heating and lighting systems; monitoring usage and promoting energy conservation in the school.
- Liaise with contractors, organising and supervising work. Inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- Replacement of light bulbs, fluorescent tubes, LED Lighting etc.
- Carrying out routine procedures and inspection of ancillary equipment, eg. pumps, batteries, window blinds etc.
- Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.
- Regular inspection of school toilet facilities during the day, to ensure hygiene is maintained.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these.
- Inspect and maintain all tools and equipment, for example ladder inspections.
- Maintain the school minibus, including organising MOT, servicing, cleaning, remedial works.

Compliance and Record Management

- Meet all statutory compliance requirements relating to premises and health & safety
- Maintain accurate, up-to-date compliance records (e.g., H&S platforms, asset management systems, compliance trackers)
- Schedule, track, and evidence all required inspections, servicing, and certifications (e.g., fire safety, water hygiene, electrical testing). Monitor compliance deadlines and ensure no lapses occur.

- Support the Business Manager/Headteacher to prepare reports and documentation for audits, inspections, and leadership review.
- Ensure all documentation is stored in line with audit and legal requirements
- Complete basic logs and checklists as required
- Maintain an appropriate asset register and ensure compliance with procedures for disposal of redundant equipment/assets.
- Undertake training courses as appropriate to carry out duties in a safe and efficient manner. Provide training, advice and guidance to other staff.
- Carry out procedures in the event of fire, flood, breaking and entering accident or major damage.
- Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs.
- Ensure appropriate Legionella checks are carried out and recorded. Review Legionella Risk Assessment and identify actions required.
- Be responsible for the Asbestos Management Plan and review annually or sooner if needed. Manage the risk assessment associated with asbestos and in line with legislation
- Ensure the Fire Risk Assessment is up to date and reviewed annually.

Grounds

- Oversee grounds maintenance contractor ensuring satisfactory standards of work
- Snow clearing and salting as required.
- Ensure the schools' grounds are clean and tidy, including maintaining the lawns and flower beds
- Ensuring that all areas are free from litter and excessive accumulations of dirt and rubbish. Emptying of litter baskets and bins in the playgrounds and ensuring the dustbin area is tidy.
- Ensure all guttering is kept clear.
- To be responsible for the condition of the schools' fences and gateways and to take action if repairs are required.

Energy / Heating / Water Monitoring

- Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Monitoring the usage of energy, including the keeping of records of consumption and the identification of trends.
- Taking steps to reduce energy consumption, promoting the awareness of other school staff concerning energy conservation, liaise with school pupil energy group.

Staff Management

- Line manage and supervise caretaking/site staff; allocate tasks, monitor performance, and provide guidance and support
- Ensure staff are trained and compliant with procedures and safety standards
- Manage contractors, ensuring they appropriately inducted to the school site and work is completed safely, to specification, and properly recorded.

Health and Safety

- Act as a key point of contact for premises-related health and safety matters.
- Carry out regular health and safety checks in line with the health and safety policy and to establish safe working practices.
- Ensure compliance with all relevant legislation and school policies, ensuring that all records, risk assessments and all relevant paperwork is maintained and available.
- Complete routine health and safety checks, including ensuring the fire alarm system, escape routes, fire extinguishers and emergency lighting are checked, compliant and records kept.

- Investigate incidents and implement/log corrective actions
- Support the development and review of risk assessments
- Ensuring all caretaking (and, where applicable, cleaning) equipment is in a safe, clean and working condition.

Operational Support

- Taking delivery of stores, materials and other goods; storing and/or moving them within the school as required. Arranging the removal of redundant furniture from the school sites.
- Laying out and stacking of chairs, desks, tables, etc. movement of these within the school for school activities/events.
- Removal or relocation of classroom, office and general school furniture and equipment as necessary paying due attention to manual handling safe practices and maintenance of safe access/exit routes and walkways around the various halls, offices and classrooms.
- Respond to urgent issues requiring expert assessment or coordination
- Emergency cleaning in the absence of cleaning staff, eg. spillage of paint, children being sick etc.
- Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.

Security

- Open and close the site as required
- Ensure the school site is secured at the end of the day including windows, exit doors, gates and re alarm the system at the end of the normal school working day.
- Being responsible for securing and locking up the premises at the end of the school day
- Providing such access to the school as may reasonably be required outside the normal hours of opening, including in the event of flood, snow or similar emergencies.
- Keep an accurate record of key holders and system users for the alarm.
- As a primary key holder, be prepared to attend out of normal working hours as and when required.
- Be vigilant of any strangers on site, challenge all visitors and report as necessary.

General

- Be aware of and comply with relevant policies and procedures, including those relating to premises, safeguarding, health and safety, confidentiality, child protection and report all concerns to the appropriate person.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- Behave in a professional manner at all times demonstrating respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students.
- To work collaboratively with colleagues within the school and the wider trust to support delivery of projects and programmes of work.
- Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the headteacher.
- To work flexibly within the framework of the duties and responsibilities specified above. The post holder may be expected to carry out work that is not specified in the job description but which is related to the job purpose.
- Participate in the school's Performance Management system.
- Maintain a financial perspective of the resources used during the undertaking of duties and exercising appropriate levels of control to avoid waste and damage.
- Maintain a budget area that reflect the priorities of the school.
- Work with the Headteacher in prioritising developments of the school site.
- Keep up to date with current legislation and regulations concerning the site and its management

Essential Criteria

Area	Essential Requirements
Qualifications	GCSE Grade C/4 or above (or equivalent) in English and Mathematics
Health & Safety	IOSH Managing Safely (or willingness to achieve within 12 months)
Experience	Significant experience in site, facilities, premises or estate management
Compliance	Experience managing statutory compliance requirements and maintaining compliance records
Maintenance	Experience undertaking building maintenance, repairs and site inspections
Staff Management	Experience supervising, leading or coordinating staff
Contractor Management	Experience managing contractors and monitoring quality of work
Health & Safety	Practical experience implementing health and safety procedures and risk assessments
IT Skills	Competent in Microsoft Office and digital compliance systems
Organisation	Ability to manage multiple priorities and meet deadlines
Communication	Strong verbal and written communication skills
Problem Solving	Ability to assess risks and implement effective solutions
Safeguarding	Understanding of safeguarding responsibilities within a school environment
Flexibility	Willingness to respond to emergencies and work flexibly when operational needs require

Desirable Criteria

Area	Desirable Requirements
Qualifications	NEBOSH General Certificate or equivalent
Premises Management	Qualification in Facilities Management, Building Maintenance or Construction
Education Sector	Experience working within a school, academy or educational setting
Compliance Systems	Experience using specialist compliance management software
Budget Management	Experience managing maintenance and premises budgets
Project Management	Experience delivering premises improvement projects
Technical Knowledge	Knowledge of heating, electrical, water and security systems
Energy Management	Experience monitoring utilities and implementing energy efficiency initiatives

Knowledge and Understanding

The successful candidate will demonstrate knowledge of:

Essential

- Health and Safety at Work legislation
- Fire Safety legislation and procedures
- Legionella management requirements
- Asbestos management requirements
- Risk assessment processes
- Contractor management procedures
- Premises compliance requirements
- Building maintenance principles
- Security management procedures
- Emergency procedures and business continuity arrangements
- Safe manual handling practices
- School safeguarding requirements

Desirable

- Good Estate Management for Schools guidance
- Construction (Design and Management) Regulations
- School premises regulations
- Asset management systems
- Energy management and sustainability practices

Skills and Abilities

Essential

- Ability to organise and prioritise workloads effectively
- Ability to manage competing demands and urgent situations
- Strong record keeping and administrative skills
- Ability to maintain accurate compliance documentation
- Ability to interpret compliance reports and identify required actions
- Ability to undertake site inspections and identify maintenance needs
- Ability to supervise and motivate staff
- Ability to communicate effectively with staff, contractors and external agencies
- Ability to work independently and use initiative
- Ability to produce reports and maintain records
- Ability to use digital compliance and management systems
- Ability to undertake practical maintenance and repair tasks safely

Desirable

- Ability to analyse energy consumption trends
- Ability to manage small projects from planning through to completion
- Ability to train and develop site staff
- Ability to support external audits and inspections

Personal Qualities

Essential

- Highly organised and methodical
- Strong attention to detail
- Reliable and dependable
- Professional and approachable
- Proactive and self-motivated
- Calm under pressure
- Committed to maintaining high standards

Desirable

- Interest in estate development and continuous improvement
- Commitment to ongoing professional development
- Enthusiasm for supporting wider school improvement

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| <ul style="list-style-type: none">• Strong sense of responsibility and accountability• Positive and flexible approach to work• Commitment to safeguarding children and young people• Commitment to equality, diversity and inclusion | |
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Physical Requirements

The post holder must be able to:

- Undertake manual handling duties safely
- Work at height using appropriate equipment and training
- Carry out site inspections across extensive school grounds
- Respond to emergency situations as required
- Carry out practical maintenance tasks and repairs
- Work both indoors and outdoors in varying weather conditions

Special Requirements

- Enhanced DBS clearance.
- Ability to act as a primary key holder.
- Ability to attend site outside normal working hours in emergencies.
- Willingness to undertake relevant training and continuous professional development.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Ability to work flexibly to meet the needs of the school.