



**Gateway**  
Central Services

# Job Summary and Person Specification

**Job Title:** Senior Site Manager  
**Rate of Pay:** F Grade equivalent  
**Reports to:** Estates and H&S Director

## Job Purpose

The Senior Site Manager is responsible for the effective maintenance, security, and operational management of the school's buildings, grounds, and facilities. The postholder will lead on Health & Safety and statutory compliance, ensuring the school remains safe, legally compliant, and well-maintained. They will co-ordinate, manage and monitor the duties of the Site Team, providing an efficient and effective service and ensuring that all timescales are met. The Senior Site Manager is responsible for managing the in-house cleaning team and line manage and oversee the school's First Aid department, ensuring appropriate staffing, training, and procedures are in place. The role supports the delivery of a high-quality environment that enables excellent teaching and learning.

## Main Responsibilities

- Health & Safety Leadership and Compliance
- Lead on Health & Safety across the school, ensuring all statutory obligations are met and embedded in daily practice.
- To oversee the management of the Site Department, shift rotas, holiday coverage and if required sickness cover ensuring that cover is provided for all aspects of the school and community use.
- Maintain and update compliance records, including fire safety, asbestos, Legionella, COSHH, and other statutory checks.
- Conduct regular site inspections and risk assessments, identifying hazards and implementing corrective actions.
- Liaison with the School Community Teams to ensure that all hirers and functions meet with Health and Safety legislation.
- Manage, monitor and organise cleaning within agreed school budget provision before or after community activities of all forms, including variation daily cleans during holiday periods.
- Develop, review, and implement Health & Safety policies and procedures.
- Promote a strong culture of safe working practices among staff, contractors, and visitors.
- Be responsible for ensuring cover is provided for all Site Team absences, including annual leave and sickness, and being flexible to take part in the shift pattern to provide cover if required. (This may include evenings and weekends as required).
- Line manage and oversee the school's First Aid team, ensuring effective day-to-day operation of the First Aid provision.
- Be 3 day First aid trained, and support with first aid requirements across school (provided).
- Ensure appropriate staffing levels, training, and qualifications are maintained, including First Aid at Work.

- Ensure all First Aid procedures, incident reporting, and record-keeping meet statutory and school requirements.
- Lead and carry out a wide range of maintenance tasks, including minor repairs, painting, plumbing, carpentry, and basic electrical work.
- Plan, schedule, and oversee all planned preventative maintenance (PPM) and reactive repairs.
- Monitor the condition of buildings, grounds, and facilities; identify issues and implement timely solutions.
- Coordinate and oversee external contractors for specialist works, ensuring quality, safety, and adherence to safeguarding procedures.
- Manage maintenance contracts for heating, lighting, ventilation, plumbing, and other essential systems.
- Liaise with suppliers to ensure cost-effective and efficient operations, including monitoring utility usage (gas, electricity, water).
- Act as a designated key holder, responsible for site access, emergency callouts, and opening/closing procedures.
- Maintain and monitor security systems, including alarms, locks, and CCTV (where applicable).
- Ensure the school site is safe, secure, and operational at all times.
- Support the setup of rooms, equipment, and furniture for school events, exams, and meetings.
- Ensure the school grounds internally and external areas are well-maintained and hazard-free.
- Be responsible for the minibuses, ensuring that regular servicing and MOT and licensing dates are met, emergency contact documentation is maintained and the general condition of the vehicles is kept to a high standard.
- Contribute to the development and implementation of estates-related policies and procedures.
- Drive the School Mini Bus to support trips (training provided)

### General

- Work flexibly, including evenings and weekends when required.
- Maintain high standards of organisation, communication, and professionalism.
- Promote and uphold the ethos, values, and aims of the school.
- Ensure confidentiality and safeguarding responsibilities are always upheld.
- Adhere to all Cams Hill School and Gateway Trust policies, including Health & Safety and emergency procedures.

### Person Specification

Essential Qualifications	
Essential Knowledge, Skills, and Experience	<ul style="list-style-type: none"> <li>• Full UK driving licence.</li> <li>• Experience in estates, facilities, or site management, ideally within a school or public-facing environment.</li> <li>• Strong practical maintenance and DIY skills.</li> <li>• Experience supervising staff or leading operational teams.</li> <li>• Ability to lead on Health &amp; Safety matters and promote safe</li> </ul>

	<p>working practices.</p> <ul style="list-style-type: none"> <li>• Excellent organisational and communication skills.</li> <li>• Ability to work independently, take initiative, and manage a varied workload.</li> <li>• Professional, reliable, and respectful approach when working with staff, pupils, and visitors.</li> <li>• Willingness to contribute positively to the school community.</li> <li>• Flexibility to work varied hours, including evenings and weekends.</li> <li>• Physically capable of performing manual handling tasks.</li> </ul>
Desirable Knowledge, Skills or experience	<ul style="list-style-type: none"> <li>• NEBOSH, IOSH or any forms of competency training</li> <li>• Experience managing First Aid provision or medical room operations.</li> <li>• Experience managing contractors or overseeing compliance documentation.</li> </ul>

### **Additional Information**

The Gateway Trust/Gateway Central Services is committed to safeguarding young people and expects all employees, workers, and volunteers to share this commitment. All recruitment and selection practices reflect this responsibility.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check. The successful applicant will be required to provide proof of their right to work in the UK and, where applicable, overseas police clearance.

The job description will be reviewed when appropriate and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of Cams Hill School in relation to the postholder's professional responsibilities and duties