

JOB DESCRIPTION SITE MANAGER	
Grade	Band 3, Point Range 13-17 37 Hours per week (9:30am–6pm Mon-Thu & 10am–6pm Fri, includes a 1-hour unpaid break each day,
Reports to	Head of Academy and Trust Leadership Team as required.
Responsible for	Supervision of school cleaning staff
Liaison with	Head of Academy, school Senior Leadership Team, school staff, Trust staff, contractors, other relevant officers as required
Job Purpose	To oversee the effective management, upkeep, safety and security of the entire school site, helping to ensure that the buildings and grounds remain safe, welcoming and well-presented for pupils, staff and visitors. Ensure all site maintenance is undertaken as required and that all statutory regulations for Health & Safety and safeguarding are met and managed accordingly.
Key Responsibilities	<ul style="list-style-type: none"> • Oversee the day-to-day maintenance and general upkeep of the school buildings and grounds ensuring the school environment remains clean, safe and welcoming at all times. • Carry out minor repairs and maintenance tasks independently as required. • Plan, supervise and liaise with external contractors for maintenance, repair, and improvement projects and ensure school security is maintained. • Maintain security of the school buildings, grounds, and equipment, including key management. • Assist in planning refurbishment or new building projects. • Support waste management and recycling initiatives. • Ensure compliance with statutory requirements, including health & safety, fire safety, legionella, asbestos management, and other relevant regulations. • Conduct regular site inspections, risk assessments, and health & safety checks. • Maintain accurate records of maintenance, repairs, inspections, and site-related activities. • Respond promptly to health & safety issues and emergencies. • Ensure contractors comply with safeguarding and health and safety requirements. • Supervise and coordinate the work of cleaning staff, including planning and overseeing holiday deep cleans. • Assist with school events (e.g., setup for assemblies, fairs, or parents' evenings)

The duties of the post will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.

Caretaking and maintenance

- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g., checking automatic pumps and areas subject to flooding, and the maintenance of batteries.
- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- To carry out first line repairs and maintenance which are not beyond the competence of the post holder: -
- plumbing work – e.g., repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.
- redecoration as appropriate.
- plastering work such as repairing cracked or broken plaster, making good any damaged walls, for example, following the removal of shelving or similar fittings.
- fencing and boundary repairs, e.g., mending broken fencing panels or stakes, repairing holes in chain link fences etc.
- Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level.
- Drawing up, or assisting in the drawing up of specifications, for work to be undertaken by contractors.
- Obtain quotes for maintenance work, emergency work and other projects as required and in line with the Trust Financial Regulations Policy.
- Maintain a file of all work undertaken by third party contractors to include: -Specification, Quotes (successful and unsuccessful), method statements and risk assessments prepared by the contractor to cover the specified works, some of these may be generic, copies of the signing-in log and Asbestos Register review, copies of any permits to work.
- Arranging for works to be undertaken and monitoring the progress of projects involving outside contractors.
- Making arrangements for the washing of internal walls, e.g., classrooms, corridors
- Making arrangements for all the school windows to be cleaned.
- Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean.
- Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching laundry, goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are maintained and available.
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
- Preparing the school premises and site for out of school activities and

clearing up after these activities.

- ensure a register of Risk Assessments is maintained for operations undertaken by the site team and ensure that a rolling programme of auditing risk assessments is implemented to ensure they are still relevant.
- Ensure an appropriate record of annual maintenance of equipment and buildings is maintained, the record must include the frequency of the maintenance required and the name of the preferred contractor to use.
- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate in liaison with the Head of Academy/Deputy Head of Academy
- Monitoring and ensuring the cleanliness of the School premises and furnishings is of the highest standard.

Health & Safety

- To be the lead member of staff for Health and Safety in the school.
- Ensuring the implementation and compliance with appropriate Codes of Practice in relation to premises throughout the school.
- Monitoring the Health and Safety Procedures in the school and reporting any concerns to the Head of Academy or Deputy Head of Academy.
- Continuously monitor compliance in reference to health and Safety regulations and ensure the School Health and Safety Policy is updated annually.
- Check the school sites weekly for possible health and safety hazards. Ensure that the fire alarm is checked weekly, and a record of the test maintained.
- Undertake an annual Health and Safety audit with the appointed Trustee.
- Ensure the Health and Safety tracker is maintained, and areas of concern are resolved.
- Ensure effective risk management in health and safety, and in the management of any third-party service contracts.
- Ensure a register of all hazardous chemicals is in use at the school and maintained at all times, including ensuring that all staff and contractors that use chemicals are aware of how they should be safely used and stored.
- Ensure that copies of the hazard data sheets are available in a central register and at the point of storage.
- Ensure relevant staff are COSHH trained
- Ensure that any contractors visiting the site are shown a copy of the Asbestos Register prior to undertaking work.
- Ensure the Schools Asbestos Management Plan (AMP) is kept updated and regular checks on areas within the school containing asbestos are undertaken and recorded on the AMP.
- Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, health and safety and the Fire Evacuation Procedure.
- Ensure that the fire alarm is checked weekly, and a record of the test maintained.
- Ensure emergency lighting is checked weekly, and a record of the test maintained.
- Ensure firefighting equipment is checked weekly and any fire extinguishers that have been discharged are replaced immediately.

- Ensure the annual Fire Risk Assessments are undertaken by the appointed contractor.
- Participate in half termly health and safety checks with the Head of Academy/Deputy Head of Academy.
- Ensure water temperature checks are completed each week and records kept, to eliminate the risk of Legionella within the school site.
- Awareness of the Health and Safety Executive website regularly to ensure awareness of updated legislation
- Awareness of the DfE guidance for 'Managing Asbestos in Schools'

Security

- Act as keyholder and carry out security procedures for the buildings and grounds.
- The routine and non-routine opening of premises and grounds.
- Responding to calls from the school's security company in relation to our of hours alarm activations and possible intruder cases.
- Provide access where possible, to the premises and classrooms in the event of inclement weather or in other emergency situations.
- Ensure ground security is in place for safeguarding purposes to prevent unauthorised access onto the school premises or grounds.
- Ensure all site entrances and exits are secure throughout the day and out of hours.
- Liaise with the Head of Academy to ensure appropriate cover is in place on site when the school is open to the public.
- Ensure the locking systems of the buildings are not compromised, and the alarm system is regularly serviced and maintained.

Other duties

- Testing portable electrical equipment if trained and accredited to do so.
- Assisting in the recruitment and selection of cleaning staff and the allocation of duties and hours of work.
- Planning own work and that of cleaning staff. Issues relating to supervision/ management of staff.
- Provide/arrange the appropriate induction and training of cleaning staff.
- Completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs.
- Liaising with anyone letting an area of the school premises to ensure they are undertaking the letting in line with the Trust Letting Policy. The Trust CFOO should be informed if there are any issues.
- Maintenance of the school Inventory and asset register. Carry out an annual check of equipment against the Inventory register.
- Prepare and maintain any spreadsheets/other documents for monitoring all premises and estate related matters.
- Liaise with the Head of Academy and Trust Director of Finance & Operations in the preparation of maintenance and capital expenditure projects/work plans; liaising with contractors to be their main point of contact.
- Assist in the identification and selection of support service providers in respect of value for money for the Trust by monitoring all external contracts relating to the school site and identifying any concerns to the Trust CFOO.
- To organise and manage the work of the cleaning team including daily

cleans and holiday deep cleans.

General

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the School and Trust.

The duties may be varied by the Head of Academy and/or Trust to meet changed circumstances in a manner compatible with the post held.

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To liaise frequently with other members of SLT as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

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

SITE MANAGER (Job Specification)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks Ability to undertake general IT tasks including email management and use of relevant software platforms used by the Trust/school
Communication	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial

		exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Teamwork	Ability to make a distinctive contribution to the work of the work a team
	Information	Contribute to the development and implementation of effective systems to share information

Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance