



Woking High School

Inspire, Challenge, Achieve



Site and Compliance Manager
Application Pack
Autumn 2026



Woking High School
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For further information or to arrange a visit, please contact:

✉ recruitment@wokinghigh.surrey.sch.uk

☎ 01483 888 447

Site and Compliance Manager

Reporting to: Operations Manager
Hours: 36 hours per week
Salary Range: S8 - £38,090 to £41,134
Closing date: Monday 2nd November at Midday.

Purpose

To ensure that all students receive an excellent education, which provides them with the knowledge, subject specific skills and core values needed to successfully access the wider world, become independent, informed thinkers, and well-rounded citizens.

To champion our core values: personal responsibility, excellence, kindness, resilience, engagement and inclusion with students to ensure they develop the characteristics of a Woking High School student.

Job Profile

To lead and manage the effective operation, maintenance, safety and development of the school site, ensuring that buildings, grounds and facilities provide a safe, secure, compliant and welcoming environment for students, staff and visitors.

The Site and Compliance Manager will be responsible for the day-to-day management of the Site Team, statutory premises compliance, health and safety, security, planned and reactive maintenance, contractor management, and the effective use of resources. Working closely with the Operations Manager, they will oversee site improvements, maintenance budgets and the development of systems and procedures that support the efficient and sustainable management of the school estate, in line with the Department for Education's Good Estate Management for Schools guidance.





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Key Responsibilities

Leadership and Line Management

- Line management of the Site Team, including performance management, training oversight, and day-to-day supervision.
- Plan and organise appropriate staffing levels, shift coverage and cover for 'on-call' during term time and holidays, including evenings/weekends on a rota.
- Lead team meetings, toolbox talks and 1:1 supervision.
- Maintain training compliance records for all Site Team members.

Estate Management and Statutory Compliance

- Ensure the Good Estate Managements for schools (GEMS) framework is adhered to and complete the annual self-assessment form for discussion.
- Develop, review and ensure implementation of the site maintenance plan to ensure the site remains a safe and secure environment to support teaching and learning.
- Manage and monitor statutory premises compliance requirements, ensuring appropriate inspections, servicing documentation and remedial actions are completed within required timescales and promptly escalating any risks or areas of non-compliance with the Operations Manager.
- Maintain and update site risk assessments, safety documentation, and security compliance records.
- Support capital and minor works projects ensuring compliance, including statutory approvals.
- Attend Health and Safety Committee meetings as required.
- Ensure the school remains audit-ready at all times
- Monitor warranties, service agreements and servicing schedules.

Maintenance and Planned Preventative Maintenance

- Conduct regular recorded inspections of premises and grounds.
- Identify and prioritise maintenance needs.
- Oversee the maintenance helpdesk system to ensure timely resolution.
- Develop and deliver a Planned Preventative Maintenance programme.
- Prepare specifications, obtain quotations and manage minor works in line with procurement procedures.
- Manage the annual maintenance budget and provide a costed rolling programme of works to the Operations Manager.
- Contribute directly to repairs and maintenance alongside other staff.





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Health and Safety

- Ensure the school meets statutory compliance requirements at all times.
- Oversee and monitor risk management systems across the estate.
- Support fire safety planning, evacuation drills and emergency procedures.
- Contribute to review and development of the Health and Safety Policy.
- Conduct COSHH assessments and ensure safe and secure storage, handling and disposal of hazardous substances.

Security

- Ensure premises are opened and secured daily; act as a primary keyholder for emergencies.
- Oversee operation and monitoring of security systems.
- Conduct routine security inspections.
- Ensure secure arrangements for lettings and out-of-hours use.
- Act as primary contact for emergency call-outs and coordinate emergency response, including severe weather incidents.

Contracts and Contactor Management

- Manage site-related contracts, including cleaning and M&E services.
- Monitor contractor performance against SLAs and statutory requirements.
- Approve works and verify compliance documentation before sign-off.
- Review service provision and utilities to ensure value for money.
- Monitor and renew fixed-term contracts in a timely manner.

Community Use and Events

- Ensure facilities are clean, safe and prepared for lettings and events.
- Provide on-site support during lettings on a rota basis.
- Ensure appropriate risk assessments and safe systems of work are in place for all events.

General Operational Duties

- Ensure adequate site team staffing is in place for all school activities and community use.
- Supervise deliveries as required.
- Ensure the site remains attractive and welcoming.
- Manage school minibus servicing, MOTs, compliance documentation and driver register.
- Undertake duties commensurate with the role as directed by the Headteacher.





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Person Specification

	Essential	Desirable	Evidence From
Qualifications and Training			
Good literacy and numeracy – GCSE Maths and English (or equivalent).	✓		A/C
Evidence of Continuous Professional Development.	✓		A/C
Health and Safety Accreditation.		✓	A/C
Full clean driving licence.	✓		A/C
First Aid Qualification.		✓	A/C
Knowledge and Experience			
Experience of organising and prioritising maintenance work and managing competing operational demands.	✓		
Ability to develop, maintain and monitor effective compliance records, systems and schedules.	✓		
Ability to manage contracts and monitor quality and completion of works.	✓		
Excellent understanding of Health and Safety and Compliance, including Working at Height, COSHH, Manual Handling, etc.	✓		A/I
Good working knowledge of general and grounds maintenance.	✓		A/I/R
Good working knowledge of heating and ventilation systems.		✓	A/I
Good working knowledge of security systems and procedures.		✓	A/R/I
Experience of supervising staff or leading a team.	✓		A/I
Strong organisational skills, including planning ahead and managing budgets or resources effectively.	✓		A/I/R
Experience of using Microsoft Office applications (in particular Word and Excel).	✓		A/I
Ability to drive a minibus.	✓		A/I
Personal Qualities and Skills			
Excellent practical skills and ability to carry out minor repairs and maintenance.	✓		A/I/R
Good communication skills.	✓		A/I/R
Discrete and trustworthy.	✓		A/I/R





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	Essential	Desirable	Evidence From
Personal Qualities and Skills (Cont.)			
Ability to work under pressure, manage time effectively and meet deadlines.	✓		A/I/R
To act as an excellent role model for staff and students.	✓		A/I/R
To be helpful, approachable and positive.	✓		A/I/R
Ability to work independently and as part of a team and to make a positive contribution to the team's effectiveness.	✓		A/I/R
Able to take ownership of tasks and work with minimal supervision.	✓		A/I/R
Physically capable of undertaking portage duties and working at height.	✓		A/I/R
Good record of punctuality and attendance.	✓		A/I
A calm and resilient nature, with a sense of humour.	✓		A/R/I
Flexible approach to working hours.	✓		A/I
Initiative and problem-solving skills.	✓		A/R/I
Ability to adhere to policies, procedures and relevant legislation relating to child protection, health and safety, security, confidentiality, data protection and equal opportunities.	✓		A/R/I
An absolute commitment to own personal and professional development.	✓		A/I

Key: A = Application, I = Interview and Assessment, R = Reference, C = Certificate

Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3rd party – <https://www.sp-index.com/>. By applying for this role, you agree to these checks being carried out and your data being processed by SP-Index.

The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.

