AVANTI SCHOOLS TRUST

# Job Description

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| **Post Title** | **Site Manager** |
| **School / Organisation** | Avanti Schools Trust |
| **Location** | Avanti Gardens School, Bristol |
| **Grade** | Grade 6, £31,828 - £32,364 per annum |
| **Hours** | 40 hours per week |
| **Contract Type** | Permanent |
| | Year Round |
| **Reports to** | Area Manager |
| **Preferred Start Date** | December 2026 |

## MAIN PURPOSES OF THE JOB

The Site Manager will be responsible for overseeing the maintenance, upkeep, and repair of facilities, security, compliance and reporting across their school. The role requires an individual with excellent organisational and communication skills, a strong knowledge of facilities management, and experience managing teams. The Site Manager will also be responsible for managing lettings, caretaking, health and safety requirements, managing cleaners, building contractors, and contracts.

## RESPONSIBILITIES OF THE JOB

- Ensure that all school facilities are well-maintained and meet the required standards.
- To be responsible for a regular schedule of inspections throughout the buildings, and action plans for modifications and improvements. Alerting the Principal to any work that needs to be undertaken or any issues where health and safety is at risk.
- Ensure the regular checking by outside contractors of those system that require such checks: electrical testing, alarms, heating systems, fire services, security alarms, gymnastics equipment and photo-copying equipment.
- To ensure duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
- Manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods
- Oversee the work contractors to ensure that work is completed to a high standard and in line with Avanti Schools Trust policy
- Develop and implement maintenance schedules and plans across the school site
- Identify areas for improvement and develop and implement plans to improve the quality of facilities across the school site
- Manage lettings caretaking, cleaning, and ensuring that facilities are ready for use.
- Manage caretaking for the schools, including ensuring that work is completed to a high standard, and overseeing the work of cleaning staff.
- Manage cleaners, including the allocation of duties, ensuring that work is completed to a high standard, and overseeing the work of cleaning staff.
- Manage building and compliance contractors, including the selection of contractors, negotiation of contracts, and ensuring that work is completed to a high standard.
- Ensure compliance with health and safety regulations, as well as any other relevant legislation, and ensure that health and safety reporting is occurring.
- Communicate effectively with stakeholders, including Headteachers, teaching staff, and parents, to ensure that they are aware of the work that is being carried out and any issues that may arise.
- In liaison with the Area Manager provide orders for all materials and equipment required for maintenance, cleaning and sanitary provision.
- Ensure the proper and safe storage of all the equipment and materials that are within the above categories.
- Ensure the proper maintenance of all machinery related to the above categories.

- Maintain records (e.g. COSSH), auditing all stock related to these categories and any maintenance/repair of equipment.
- Stock managing of the cleaning and maintenance needs within the allocated budgets

**Other responsibilities**

- To ensure that a relief provision is in place for cleaning duties in the case of absence through sickness or holidays after discussion with the Principal.
- To meet with the Principal and Line Manager on a regular basis to report any issue arising from the various aspects of the role but be able to work with minimal supervision and to given timescales.
- To undertake duties of a similar nature and responsibility as may be required from time to time by the Principal.
- To carry out all duties in line with the school's policies and Trust's Ethos Policy.
- To undertake 'emergency cleaning duties' which may occur during the school day.
- Maintain all logs and appropriate records and actions in accordance with procedures.
- To be able to communicate effectively both orally and in writing.
- To work as part of a team and form good relationships with other colleagues
- To be committed to the safeguarding and welfare of children and young people
- To maintain confidentiality over matters relating to the school, pupils, staff or parents.
- To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
- To undertake broadly similar duties commensurate with the level of the post as required.
- Actively participate in any appropriate training when required.

This job description is not intended to be an exhaustive list of duties and responsibilities, and it may be reviewed and amended from time to time to reflect the changing needs of the Trust.

**PERSON SPECIFICATION**

| **Criteria** | | **Requirement** | |
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| | | *Essential* | *Desirable* |
| 1. | Experience in a facilities management or similar role. | X | |
| 2. | Strong knowledge of health and safety regulations and other relevant legislation. | | X |
| 3. | Excellent communication and interpersonal skills. | X | |
| 4. | Ability to work independently and lead | X | |
| 5. | Excellent organisational skills, with the ability to prioritise tasks effectively. | X | |
| 6. | A proactive and positive approach to problem-solving. | | X |
| 7. | Commitment to the safeguarding and welfare of children and young people | X | |
| 8. | The know-how to assess and carry out minor repairs and maintenance | X | |
| 9. | Certification of relevant health and safety training or a willingness to attend appropriate Health and Safety training | X | |
| 10. | Ability to apply basic ICT skills to the needs of the job | X | |
| 11. | Ability to be flexible and respond effectively to the 'unexpected' | | X |

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## FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - Child Protection and Safeguarding Policy 2026-2027