



Chellaston Infant and Junior Schools



1. Title of Post:	Site Manager
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2. Accountable and Responsible to:	Office Manager and Head Teacher
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3. Grade & Salary:	Scale 6 pts 18-22 (£30,559 to £32,654)
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4. Main Purpose of the Job:	
a.	To ensure the efficient and effective management of two school sites, maintaining high standards of cleanliness, safety, and security.
b.	To oversee the cleaning team and manage site maintenance
c.	To ensure that the school sites are safe, secure, welcoming and conducive to learning.

5. Main Responsibilities of the Job:	
Premises Management	
<ol style="list-style-type: none"> 1. Ensure the school premises, including grounds and buildings, are maintained to a high standard, addressing maintenance issues promptly. 2. Conduct regular inspections of the premises to identify and address potential health and safety risks. 3. Oversee contractors on-site, ensuring compliance with health and safety regulations and school policies. 4. Manage a planned maintenance schedule, liaising with external contractors and service providers as required. 5. Manage hiring of facilities and staffing allocation 6. Distribute and move deliveries and furniture 	
Cleaning Team Management	
<ol style="list-style-type: none"> 1. Lead and supervise the cleaning team, including scheduling shifts, monitoring performance, and organising training as necessary. 2. Ensure all cleaning activities meet health, safety, and hygiene standards. 3. Maintain an inventory of cleaning supplies and equipment, reordering as needed within budgetary constraints. 4. Address any concerns or issues raised by the cleaning team promptly and effectively. 5. Manage rotas for staff for external hiring of facilities 	
Health and Safety	
<ol style="list-style-type: none"> 1. Ensure compliance with all health and safety regulations, maintaining records as required. 2. Act as the primary point of contact for emergencies, responding to incidents and liaising with emergency services when necessary. 3. Regularly update and review risk assessments for the premises and related activities. 4. Implement and oversee the school's policies for fire safety, including regular drills and equipment checks. 	
Site Security	

<ol style="list-style-type: none"> Oversee the security of both sites, including locking and unlocking buildings, setting alarms, and managing access for authorised personnel. Respond promptly to any security incidents or breaches. Maintain a log of keys issued and ensure their safe return when no longer required.
Budget and Resource Management
<ol style="list-style-type: none"> Manage the budget for site maintenance, cleaning, and repairs effectively, ensuring value for money. Maintain records of purchases, repairs, and maintenance activities for auditing purposes. Provide regular updates and reports to the line manager regarding site-related activities and budgets. Provide regular updates and reports to the line manager regarding hire of facilities and costs
Safeguarding Pupils
<ol style="list-style-type: none"> To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Person Specification	Essential/ Desirable
Qualification Criteria	
5 GCSE's grade C and above including Maths and English	D
COSHH and/or IOSH Certification	D
Experience	
Experience managing premises in a school or similar environment.	E
Proven ability to lead and manage a team effectively.	E
Knowledge of health and safety regulations, including COSHH and risk assessment processes.	E
Strong organisational and time-management skills.	E
Ability to carry out basic maintenance tasks and oversee more complex repairs.	E
Flexibility to work outside regular hours when necessary.	E
Experience managing multiple sites.	D
Relevant health and safety qualification (e.g., NEBOSH, IOSH).	D
Experience managing budgets and liaising with contractors.	D
Personal Characteristics	
Ability to work under pressure	E
Adaptability and flexible	E
Excellent time management and organisational skills	E
Awareness of security and health and safety issues	E
Ability to communicate effectively with a range of people including staff, pupils, parents, agencies and visitors	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and students	E
Able to follow instructions accurately but make good judgements and lead when required	E
Ability to work in a confidential manner	E
Able to maintain a safe, calm and happy ethos	E
Committed to the safeguarding and welfare of all pupils in the academy	E
A commitment to abide by and promote the school's equal opportunities, health and safety and child protection	E
Willingness to undertake training in any area identified	E
Specific skills	
Good DIY and maintenance skills	E
Ability to confidently work with Microsoft systems	E
Ability to work as part of a team	E
Good communications skills, written and oral	E
Competent with computers and other technology	E
Able to understand and implement strategies and methods to help students behave well	E
Understand the importance of confidentiality and discretion	E

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment
Please note, the role may involve some lifting and physical tasks