

**Site Manager**

**Job Description**

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| **Post:** | Site Manager |
| **Hours:** | 37 hours/ week 52 weeks per year – exact working hours and holiday pattern to be agreed |
| **Responsible to:** | School Business Manager / Headteacher / JMAT COO |
| **School(s):** | Dual Site within JMAT Schools |
| **Scale:** | Band F Scale 12 to 17 (actual salary £27,711 - £30,600 with pay award pending) |
| **Liaising with:** | Headteacher, School Business Manager, JMAT COO |
| **Start date:** | 01/09/2025 |
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| The Site Manager must always uphold the standards of personal and professional conduct, ensuring honesty and integrity prevails in every situation. The Site Manager must maintain appropriate professional boundaries and always respect the unique position of trust as a Site Manager. | |
| **Main Purpose of the Job:** |  |
| The role of Site Manager is seen as being crucial to the smooth running and future development of the school. The postholder will have responsibility for ensuring that the school is always safe for usage, taking a lead role in the maintenance and general up-keep of the school and associated buildings. The Site Manager will ensure the security and cleaning of the buildings ensuring that all duties are undertaken within the scope of Health and Safety Regulations. The role will include monitoring contractors on site from time to time and include responsibility for undertaking some routine maintenance, minor repairs etc. in line with the planned and preventative maintenance programme for each school.  The post holder will liaise with the Trust Strategic Operations Lead to ensure comprehensive cover across all sites. |

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| **General Responsibilities**: | * To ensure that the management and maintenance of the school buildings and environment are effectively undertaken * To be responsible for the health & safety of the site * To undertake repairs and DIY projects * To create and maintain an effective premises team ensuring that the changing needs of the school are met through training and development of the premises staff * To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to. * To monitor the performance of the cleaning contractor and liaise with the area manager to ensure a clean, tidy and well-maintained school environment |

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| **Specific Responsibilities:** |  |
| **Premises Management:** | * To monitor the day-to-day maintenance, repair and cleaning of the school. * In conjunction with the School Business Manager (SBM)/Headteacher, monitor the day-to-day maintenance and repair budget and the cleaning materials budget. * To support and advise on a rolling programme of redecoration/refurbishment. * To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received. * To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe, in a good state of repair and stocked with all necessary supplies. * To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate. * To monitor work requests on the premises housekeeping software ‘IAM Compliant’ ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner * To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard. * To instruct and supervise the gardening contractor ensuring school grounds are maintained to a high standard. |
| **Security and Safeguarding:** | * To be responsible for the security of the premises including opening or locking, to act as a main key holder for the school in call outs liaising with Police and other emergency services in this respect as necessary. * To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly * To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms * To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly, and results recorded. * To monitor, report and advise the SBM/Headteacher on all security matters. * Attend and participate in relevant training and meetings as required. |
| **General Site Duties:** | * To set and monitor school heating and hot water systems. * To take energy readings monthly. * To ensure the school is kept clean and tidy and is conducive to learning e.g., litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc. * To undertake specific cleaning tasks as and when required i.e., ensure the main hall floors are kept clean and polished and the sports hall floor is kept clean. * To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met. * To manage the provision of a porterage and furniture moving service as required in order that school activities can proceed and that the entrance of each school is always clear and welcoming. * To ensure that orders received are delivered to the appropriate area / person as necessary. * To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e., boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded. * To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly. * To maintain stage and drama equipment, including stage lighting (where appropriate) |
| **Health and Safety:** | * To provide safe access to the schools in the event of snow, ice or flooding in line with Trust or localised policy. * To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc. * All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the Trust Health & Safety Policy and Procedures. |
| **Administration:** | * To maintain each schools’ equipment and plant inventory. * To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained. * To order repairs and maintenance items in liaison with the SBM (School Business Manager). * To maintain a log of all inspections and checks carried out. * To establish and maintain a list of repairs / improvements required and made. * To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept. * To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use. * To ensure mechanical equipment is inspected prior to each use. * To assist the SBM with obtaining tenders and quotes to support the preventative maintenance programme. * To carry out regular H&S inspections and Risk Assessments on their own and with the SBM. * To report any team members absence to the SBM. |

To carry out other duties of a similar nature from time to time as may be required by the Headteacher.

Participation in training and performance development will be expected, as directed by the Trust and Headteacher(s).

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**Site Manager**

**Person Specification**

James Montgomery Academy Trust is dedicated to appointing the best possible candidates.

The successful candidate for this position will be accountable for achieving the highest possible standards in work and conduct. Act with honesty and integrity and keep their knowledge and skills up to date.

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| **QUALIFICATIONS AND EXPERIENCE** | | | |
|  | Essential | Desirable | Source  A- application  I - interview  R - references |
| Hold recognised training/qualifications associated with premises management. | ü |  | A, I |
| Significant experience or skills in a trade. | ü |  | A, I, R |
| The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc. | ü |  | A, I, R |
| The ability to operate and understand electrical/mechanical systems. | ü |  | A, I |
| Risk Assessment experience/qualification. |  | ü | A, I |
| Competent at basic building repairs and maintenance. | ü |  | A, I, R |
| To be able to use small industrial, electrical and mechanical equipment. | ü |  | A, I, R |
| Staff management experience. |  | ü | A, I, R |

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| **ABILITY, KNOWLEDGE AND SKILLS** | | | |
|  | Essential | Desirable | Source  A- application  I - interview  R - references |
| Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post. | ü |  | A, I, R |
| Good communication skills including numeracy and literacy skills in written and electronic form. | ü |  | A, I, R |
| Ability to manage own time effectively and demonstrate initiative including establishing priorities. | ü |  | A, I, R |
| Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of a school. | ü |  | A, I, R |
| Ability to manage professional working relationships. | ü |  | A, I, R |
| Ability to be flexible and work as part of a team or individually as required. | ü |  | A, I, R |
| Ability to demonstrate an understanding of school life, working in an environment with children. | ü |  | A, I, R |
| Ability to adhere to the school’s policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies. | ü |  | A, I, R |

**Additional Essential Criteria**

* Proven ability to demonstrate commitment to the promotion of safe working practices and the provision of a safe learning environment.
* Fully supportive references.
* Full enhanced DBS clearance.