

Salary: Grade D £27,779 - £30,563 FTE

Hours: 37 hrs a week

Contract: Permanent

Working weeks per year: 52

Responsible to: Headteacher (with professional liaison to Head of Estates)

Start date: TBC

Purpose of the Role

To ensure the school site, buildings and grounds are maintained to a high standard, providing a safe, secure and well-maintained environment for pupils, staff and visitors.

The Site Manager will oversee the day-to-day operational management of the school estate, ensuring statutory compliance, effective maintenance and the efficient operation of facilities.

Main Duties

- Ensure the school site is opened, secured and maintained in accordance with school procedures.
- Monitor the condition of buildings, furniture, fittings, grounds and the wider environment, arranging repairs and maintenance where required.
- Undertake minor maintenance and repair works safely where appropriate.
- Liaise with contractors and service providers to ensure works are completed safely and to the required standard.
- Supervise contractors working on site and ensure safeguarding and health and safety procedures are followed.
- Maintain site security systems including keys, alarms and access control.
- Receive and manage deliveries to site, ensuring items are checked and directed to the appropriate location.
- Maintain the cleanliness, safety and operational readiness of the school site and external areas.
- Maintain records relating to maintenance, compliance and site management.
- Raise purchase orders and monitor maintenance works where required in line with Trust procedures.
- Support the monitoring of utilities and energy consumption, including submission of meter readings where required.
- Respond to out-of-hours alarm activations (fire or intruder) in accordance with school procedures where required.

Health & Safety

- Promote and maintain a strong culture of health and safety across the school.
- Ensure statutory compliance requirements are met including fire safety, asbestos management, water hygiene, electrical safety and other relevant building compliance requirements.
- Carry out routine site inspections and report any risks or defects.
- Coordinate fire alarm testing, emergency lighting checks and fire drills in accordance with school procedures.

General

The duties listed above are not exhaustive and may reasonably vary to meet the operational needs of the school.

This role is subject to an enhanced DBS check.

This post involves working in a school environment and therefore requires a high level of safeguarding awareness and responsibility.

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.