



## **Site Manager**

**Salary:** £27,254 - £28,598 (B9 - B12)

**Contract Type:** Permanent, Full Time (52 weeks)

**Hours:** 37 per week

**Apply By:** November 28<sup>th</sup> 2025

**Start Date:** January 5<sup>th</sup> 2026

### **About SGS Forest High**

At SGS Forest High School, we are proud to offer a nurturing, inclusive environment where every student is encouraged to reach their full potential. Located in the heart of Cinderford, we are part of South Gloucestershire and Stroud Academy Trust (SGSAT) and we are committed to fostering an inspiring, safe and engaging learning experience for all our pupils.

As we continue to grow and develop, we are looking for a dedicated and proactive Site Manager to oversee the day-to-day operations and maintenance of our school premises, ensuring that they remain safe, secure and well-maintained for our students, staff and visitors.

## Job Description

Job Title	Site Manager
Main Purpose of the role	
<ul style="list-style-type: none"> <li>• Maintaining a clean, safe and secure school premises, which includes buildings and grounds.</li> <li>• Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage and minor repairs.</li> <li>• Supervision of contractors attending for emergency maintenance, remedial repairs and responsive repairs.</li> <li>• Promoting health and safety around the school.</li> </ul>	
Key Tasks/Responsibilities:	
<p><b>General Requirements</b></p> <ul style="list-style-type: none"> <li>• Maintain SGS Forest High School's premises and grounds to an agreed standard, ensuring safe, clean and functional facilities.</li> <li>• Carry out portorage duties, such as moving furniture and equipment around the school site</li> <li>• Carry out general small repairs, minor maintenance and decoration work, reporting larger repairs to line manager.</li> <li>• Arrange larger repairs and obtain quotes from contractors following school financial procedures.</li> <li>• Supervise contractors attending for Planned and emergency maintenance (PPM), remedial works.</li> <li>• Line management of site and cleaning staff.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Manage daily cleaning and ad-hoc duties such as litter picking. Emptying bins and arranging the disposal of waste.</li> <li>• Carry out emergency duties, such as (gritting in winter) clearing up spillages when cleaners are unavailable.</li> <li>• Manage the cleaning stock, ensuring adequate supplies of tools and materials.</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Act as the main keyholder for the school premises, responsible for locking and unlocking the site.</li> <li>• Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off.</li> <li>• Set security alarm systems, report any potential security breaches and respond to any alarms or other call-outs following agreed procedures.</li> <li>• Monitor security systems, including CCTV and alarms, and report issues as necessary, ensuring maintenance is carried out routinely</li> <li>• Carry out regular security checks of buildings, perimeter fencing, gates and fire safety systems.</li> <li>• Record monitoring checks in logbook.</li> </ul>	

- Advise the Headteacher, Head of School and SLT on all matters relating to school security and safety.

#### Health and safety

- Conduct regular health and safety checks, ensuring compliance with relevant legislation.
- Carry out checks on fire safety, legionella, playground equipment and other safety measures.
- Ensure that the school is accessible during adverse weather conditions, including snow clearance and salting.
- Maintain accurate records of health and safety checks and report concerns to the line manager.

#### Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality, data protection and equal opportunities, reporting all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communication with all staff and other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.

#### Additional School Responsibilities

- Asbestos co-ordinator
- Legionella responsible person
- Fire Warden

This description is not exhaustive of the duties required to maintain a safe environment for the students, staff and visitors to the school buildings and site

#### Key Interfaces

- Office/Administration Manager
- Support Staff
- Cleaning staff
- Catering Staff
- Contractors

The postholder will be expected to undertake any other reasonable duties or responsibilities as requested by the employer, commensurate with the scope and grade of the post.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

## Person Specification

Criteria	Essential	Desirable	Assessed by
<b>Qualifications &amp; Attainments</b>			
To have a good standard of literacy, numeracy and IT skills	<input checked="" type="checkbox"/>		Application
GCSE Grade C/4 in English & Maths	<input checked="" type="checkbox"/>		Application
Full Driving Licence / MIDAS Trained	<input checked="" type="checkbox"/>		Application
Willingness to undertake further relevant study / training and CPD (First Aid, H&S, Fire Marshal)	<input checked="" type="checkbox"/>		Application / Interview
Recognised Building Trade Qualification		<input checked="" type="checkbox"/>	Application
Fire Marshal Safety Trained		<input checked="" type="checkbox"/>	Application
First Aid Trained		<input checked="" type="checkbox"/>	Application
<b>Experience &amp; Knowledge</b>			
Caretaking, Site Supervisor / Manager		<input checked="" type="checkbox"/>	Application / Reference
Knowledge school policy, particularly those regarding health and safety, safeguarding and GDPR	<input checked="" type="checkbox"/>		Interview / Reference
Experience of general building maintenance, repairs / general DIY	<input checked="" type="checkbox"/>		Interview / Application
Knowledge of maintaining security in a public building, including alarm systems	<input checked="" type="checkbox"/>		Interview / Application
Cleaning work		<input checked="" type="checkbox"/>	Application
Working with and supporting a team a small team of staff	<input checked="" type="checkbox"/>		Application / Reference
<b>Skills &amp; Abilities</b>			
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	<input checked="" type="checkbox"/>		Application / Interview / Reference
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	<input checked="" type="checkbox"/>		Interview
Ability to work under pressure and prioritise effectively	<input checked="" type="checkbox"/>		Interview
Commitment to maintaining confidentiality at all times	<input checked="" type="checkbox"/>		Interview / Application / Ref
Commitment to safeguarding and equality	<input checked="" type="checkbox"/>		Interview / Application
Able to embrace unexpected change	<input checked="" type="checkbox"/>		Interview
Able to deal with emergencies or difficult situations effectively and calmly	<input checked="" type="checkbox"/>		Interview / Application
Able to work flexibly and out of school hours as required	<input checked="" type="checkbox"/>		Application / Reference

Be reasonably fit to carry out the duties of the job		<input checked="" type="checkbox"/>	Interview / Application / Ref
Physically fit and able to carry out some manual handling / lifting and working at height	<input checked="" type="checkbox"/>		Interview / Application / Ref
Able to carry out work at high levels using appropriate equipment	<input checked="" type="checkbox"/>		Interview / Application / Ref
Good organisational and interpersonal skills		<input checked="" type="checkbox"/>	Application / Interview / Reference
Strong communication and interpersonal skills	<input checked="" type="checkbox"/>		Interview / Application
<b>Essential Attributes</b>			
Initiative: Demonstrating the willingness & ability to use initiative- using good problem-solving skills	<input checked="" type="checkbox"/>		Application / Interview
Interpersonal Skills: The ability to communicate & interact with other people to promote cooperative and good working relationships.	<input checked="" type="checkbox"/>		Application / Interview
Teamwork: The willingness to collaborate & work closely with colleagues in a mutually supportive and professional manner.	<input checked="" type="checkbox"/>		Application / Interview

### **Child Protection and Safeguarding**

*The successful applicant will be required to obtain and maintain a satisfactory Disclosure Certificate, Enhanced with Children's Barred list check, as a requirement of the job.*

*South Gloucestershire and Stroud Academy Trust welcomes applications from all sectors of the community and is an equal opportunities employer.*