



# St Mary & St Thomas

Church of England Primary School

Executive Principal: Mrs. Kirsty Tennyson B.Ed (Hons)

Headteacher: Mrs. Lyndsey Lewis BA (Hons), M.A.



## Site Manager Job Description

**Job Title:** Site Manager

**Job Level:** Site Manager (SCP 12-17)

**School:** St Mary & St Thomas Church of England Primary School, part of Three Saints Academy Trust

### Main Purpose of the Role

The Site Manager plays a crucial role in ensuring the smooth and efficient operation of St Mary & St Thomas Primary School. As a key member of the school team, the Site Manager is responsible for maintaining the school premises, managing site-related activities, and promoting a safe and secure environment for the school community. The role is pivotal in supporting the school's vision and values, which prioritise the wellbeing and development of all children.

### Key Responsibilities and Duties

#### Premises Management

- Set the priorities for maintenance and repairs, carrying out basic repairs as needed
- Manage access to the premises and maintain security, including opening and closing the school, checking alarms and fire equipment, and liaising with emergency services
- Oversee cleaning activities, by carrying out cleaning duties and supervising the cleaning team
- Plan and coordinate site use and development, working closely with the school's leadership team
- To prioritise and remedy site maintenance issues identified by staff on a daily basis
- Champion health and safety around the school, supervising external contractors as required

#### Security

- Carry out security procedures for school buildings and grounds
- Open and close the school premises, including gates, doors, windows, and fire exits, for school use
- Regularly check the operation and function of alarms and fire equipment, ensuring emergency exits are not obstructed
- Liaise with emergency services as necessary, including calling them out when required

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Registered in England 9626002





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- Report any acts of vandalism to the Headteacher and the police

## Health and Safety

- Comply with policies and procedures relating to child protection, safeguarding, health, safety, and security, reporting any concerns to the appropriate person
- To assist in the production of policies or Risk Assessments.
- Attend continuous professional development to ensure understanding of all current legislation
- Regularly check the school premises, both internally and externally, for potential dangers, and report any issues to the Headteacher
- Ensure the school is health and safety compliant, liaising with external contractors as needed and maintaining the relevant documentation
- Respond immediately to any health and safety concerns, alerting the Headteacher

## Contractor Management

- Avoid using external contractors where feasible and appropriate
- When external contractors are required, work with the Office Manager to ensure best value for money
- Make arrangements to liaise with and supervise contractors

## Moving and Setting Up

- Open gates for refuse and recycling contractors
- Move loads within and between the school sites, ensuring safe handling
- Set up rooms and halls for special meetings and events, including moving tables, staging, lighting, and chairs, and clearing away afterwards

## Administration and Communication

- Demonstrate competence with basic Microsoft Office programmes and using an iPad
- Source and purchase materials for minor repairs
- Maintain a variety of records, monitor metre readings and fuel usage, and manage the Site Manager's petty cash

## Other Tasks

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- Carry out emergency cleaning of human deposits (vomit, excrement)
- Engage in further training and the school's appraisal system

## Skills and Competencies

- Excellent practical and technical skills, with the ability to carry out basic repairs and maintenance
- Strong organisational and time-management skills, with the ability to prioritise tasks and work effectively under pressure
- Excellent communication and interpersonal skills, with the ability to liaise effectively with a range of stakeholders, including staff, pupils, parents, and contractors
- Thorough understanding of health and safety regulations, including water safety and fire safety, and the ability to ensure compliance
- Competent in the use of relevant IT systems and software, including Microsoft Office and iPad
- Commitment to continuous professional development and a willingness to engage in further training
- Ability to work independently and as part of a team, with a flexible and adaptable approach
- Commitment to the safeguarding and promotion of the welfare of children and young people

## Professional Development

St Mary & St Thomas Primary School is committed to supporting the professional development of all its staff, including the Site Manager. The school will provide opportunities for the Site Manager to engage in relevant training and development activities, ensuring they are equipped with the knowledge and skills to effectively fulfil their role. This may include attendance at workshops, courses, or conferences, as well as the provision of in-house training and mentoring. The school's appraisal system will also be used to identify and support the Site Manager's professional growth and career aspirations.

## Safeguarding

The Site Manager plays a crucial role in ensuring the safety and wellbeing of all children and young people at St Mary & St Thomas Primary School. They must be aware of and comply with the school's policies and procedures relating to child protection, safeguarding, health, safety, and security. The Site Manager is responsible for reporting any concerns to the appropriate person, and for actively promoting a safe and secure environment for the entire school community. Ongoing professional development in safeguarding and child protection is a key requirement of the role.

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The post is subject to Enhanced Disclosure.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change. The details contained within this job description reflect the principal responsibilities and tasks of the job at the date it was prepared, and are not intended to be exhaustive. However it is inevitable that, over time, the nature of the job may change. The need for flexibility, accountability and team working is required. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed. The Trust will revise this job description from time to time and will consult the post holder/s at the appropriate time.

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