

SITE MANAGER – JOB DESCRIPTION

Role Title	Typically reports to
Site Manager Band 4	Business Manager/Head Teacher
Information sources	Date of profile
	January 2024
Purpose of the role (job statement)	
To be responsible for the security, maintenance and health and safety of the school.	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required 2. Act as a designated key holder, providing out of hours and emergency access to the school site 3. Procure quotes for routine maintenance work on school premises 4. Contribute to the management of the premises budget 5. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms) 6. Undertake minor repairs and DIY (i.e. not requiring qualified craftsman) and maintenance of the buildings and site 7. Arrange emergency repairs as necessary 8. Arrange regular maintenance and safety checks including assisting the business manager with the Asbestos monitoring 9. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales 10. Monitor consumables and stock and/order supplies 11. Undertake general portage duties, including moving furniture and equipment within the school 12. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately 13. Admit authorised maintenance/buildings contractors and ensure basic paperwork is completed e.g. Permit to Work 14. Collect and assemble waste for collection and arrange skips as required 15. Keep pathways and entrances free of ice and snow to ensure the safety of children, parents, staff and visitors accessing the school; grit pathways, car park and playgrounds when necessary 16. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules. 17. Operate and maintain the school's digital recording system of maintenance and health and safety concerns using a ticketing system <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Ensure the operation and maintenance of specialised equipment following training 2. Provide training on health and safety issues to other premises/site staff 3. Facilitate lettings and carry out associated tasks, in line with agreements 4. Complete any relevant training on related activities including safeguarding as required by the Line Manager <p>The duties and responsibilities of this post may vary from time to time and the post-holder may be expected to undertake such other tasks as the Business Manager/Head Teacher may reasonably require which are considered appropriate to the level of this post</p>	

Indicative knowledge, skills and experience
<ul style="list-style-type: none">• Knowledge and expertise in minor maintenance and repair.• Knowledge / skills in facilities equivalent to current national qualifications level 3 and supervisory experience.