



## Site Manager Job Description

JOB TITLE	<b>Site Manager</b>
LOCATION OF WORK	<b>The Deans Primary School</b>
RESPONSIBLE TO	<b>Executive School Business Manager / Trust Facilities Manager</b>
PAYSCALE	<b>NJC 14 - 18 (£29,540 to £31,537)</b>
HOURS OF DUTY	<b>Full Time 36 hours per week Split shift pattern Monday to Friday: 6:45am till 10am 2.15pm till 6.00pm</b>
HOLIDAY ENTITLEMENT	<b>25 days per year, plus bank holidays</b>

### SCOPE OF THE JOB

The role of Site Manager is to provide a general caretaking service and ensure the cleanliness, safety, security (including being a registered key holder) and sound condition of the premises, facilities and associated grounds.

During term-time, the post holder may also be required to act as a mini bus driver, and responsible for carrying out regular maintenance checks of the vehicle.

### CONTEXT

To provide support to pupils and their parents/guardians, school staff, Senior Leadership Team, governors in providing quality services to the community.

### KEY TASKS AND ACCOUNTABILITIES

#### Principle Duties and Responsibilities

- To be responsible for the care of the premises, their service contents, and cleanliness; this shall include the checking of the security of the premises when on duty and informing the police of any trespassers on the school grounds.
- To be responsible for the unlocking and locking of the building at the start and end of each school day. This includes being the registered key holder.
- To take precautions against frost damage to internal and external water systems and heating apparatus.
- To liaise with the Executive Headteacher, Trust Facilities Manager, Head of School and Executive SBM on priorities of caretaking, cleaning and improvement works to ensure that all work is carried out in accordance with the cleaning specification and in order of priority.
- To keep all caretaking cleaning equipment in a clean working condition.

- To remove any graffiti immediately.
- To make weekly checks of the fire alarm (sounding) and ensure associated and accurate log. This includes emergency doors and lighting to ensure they are fully operational.
- Maintain weekly visual inspections of the fire extinguisher equipment and keep an accurate log. Pins and safety tags are in position and that they are located in the correct position and that they are fully charged (if gauge is fitted). Report anomalies to the Executive SBM.
- Carry out and record all routine health and safety checks around the site, to include fire safety, emergency lighting, legionella checks, etc. to ensure safety of all pupils, staff and visitors.
- To undertake designated cleaning duties during term time and carry out cleaning operations during school closure periods
- Clean accessible windows/glass surfaces externally weekly
- To check the heating installation daily during the heating season and to maintain fuel supplies and economise in the use of water, gas, electricity and heating fuel.
- To carry out such portering duties as may be required including the reasonable movement of furniture.
- To maintain the schools' grounds (litter picking) and keep the gardens presentable.
- Adhere to all health and safety advice and notices.
- Ensure rooms are set up appropriately for each group/user and dismantle after use.
- To clear snow or other obstructions where necessary from entrances, in order to ensure the safety of the public and staff.
- To clean and maintain grease traps.
- To carry out minor repairs to the building and its fixtures.
- To be a named Fire Warden.
- To carry out other duties reasonably deemed to be within the responsibility of the post as requested by the Trust Facilities Manager, Executive Headteacher, Head of School or Executive SBM.
- Transport pupils each morning from their agreed pick-up point and transport them to the school premises

### **General Responsibilities**

- To work consistently to uphold school's aims.
- To work in a co-operative and appropriate manner with all stakeholders.
- To work with pupils and parents in a courteous, positive, caring and responsible manner at all times.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations of the school.
- Comply with policies and procedures relating to child protection, health, safety and welfare, confidentiality and data protection, safeguarding, reporting all concerns to an appropriate person.
- Be aware of and support differences, and ensure equal opportunities for all.

- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- To wear The Deans Primary School Branded Uniform

The job description is current but recognises that while every effort has been made to explain the main duties and responsibilities, each individual task may not be identified. It is recognised that technological changes and advancements make it impossible. Therefore, in consultation with the post holder, it may be amended to reflect or anticipate any changes in the role. February 2026

## PERSON SPECIFICATION

JOB TITLE	GRADE	SCHOOL	SERVICE
Site Manager	SCP 14 - 18	The Deans Primary School	Site

*NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked 'E' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.*

CRITERIA	NECESSARY REQUIREMENTS	Desirable/ Essential
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Good verbal and interpersonal skills</li> <li>● Ability to achieve set tasks in a timely and efficient manner</li> <li>● Maintenance of a building and amenities, including carrying out repairs and improvements</li> <li>● Understanding of Health &amp; Safety legislation and safe practises</li> <li>● Knowledge of building cleaning standards</li> <li>● Key holder experience</li> <li>● Engagement with multiple stakeholders, including young people.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>● Pleasant and efficient manner in dealing with pupils, staff, visitors, agencies and contractors</li> <li>● Flexible approach to work with an ability to respond to varied requirements, prioritise accordingly and work effectively to deadlines</li> <li>● Ability to follow written/verbal cleaning procedures</li> <li>● Ability to follow health &amp; safety procedures</li> <li>● Ability to complete administration procedures for timesheets, health &amp; Safety check sheets, holiday request forms etc.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

<b>EDUCATION/QUALIFICATIONS KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>● Commitment to continuing professional development</li> <li>● Knowledge and/or qualification related to caretaking</li> <li>● Educated to a basic level of qualification</li> <li>● Commitment to completing additional Driving License with categories D or DE</li> </ul>	<p style="text-align: center;">E D D E</p>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>● Enhanced DBS Disclosure</li> <li>● A commitment to safeguarding and promoting the welfare of children and young people</li> <li>● Flexibility and commitment</li> <li>● Enthusiasm and drive</li> <li>● High levels of discretion and confidentiality</li> <li>● Resilience and dedication</li> <li>● Willingness to travel and a full clean driving licence</li> <li>● Willingness to work evenings and weekends if required (with notice)</li> </ul>	<p style="text-align: center;">E E E E E E E</p>
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>● A commitment to ensure that the service area operates in a manner that adheres to the Equal Opportunities Policy.</li> </ul>	<p style="text-align: center;">E</p>
<b>COMMITMENT TO SERVICE DELIVERY/CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>● To be totally committed to continually improving the service offered to customers</li> <li>● To be totally committed to deliver exceptionally high standards of customer care</li> <li>● Commitment to the school ethos, aims and its whole community</li> <li>● Flexible and reliable</li> </ul>	<p style="text-align: center;">E E E E</p>