

THE MARCHES ACADEMY TRUST

POST TITLE:	Site Services Manager
GRADE:	Grade 7 SCP 12-17 (Currently £28,598 to £31,022)
HOURS OF WORK:	37 Hours
POST STATUS:	Permanent

INTRODUCTION

Vision and Values - Our Vision – 'Achievement Through Caring'

As a Trust, it is our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes.

PURPOSE

The post holder will support the Operations Manager with the day-to-day management of a secondary school site and operational support to two associated primary schools, ensuring all premises are safe, secure, compliant, and efficiently maintained. The role will take the lead in ensuring that all maintenance, repair and statutory compliance activities are effectively planned, recorded, monitored and completed to required standards.

The role will take responsibility for supervising site staff and coordinating services across multiple sites, contributing to the effective delivery of Estates and Facilities functions.

RESPONSIBLE TO

- Headteacher, Operations Manager

OUTLINE OF THE ROLE

- Support operational management of the secondary school site and oversight of two primary school sites, ensuring maintenance, repairs and compliance with statutory regulations and Trust policies
- Line manage Assistant Site Services Managers setting priorities, monitoring performance, and ensuring effective service delivery
- Plan, coordinate and monitor planned and reactive maintenance across all sites,, ensuring accurate recording, reporting and deployment of resources.
- Operate and oversee a minibus provision, ensuring safe transport of students and that vehicles are maintained to a compliant standard, including cleaning, safety checks, and timely repairs
- Build and maintain effective working relationships with staff, contractors, and external stakeholders
- Support the implementation of estates management plans and Health & Safety compliance systems across all sites.

MAIN DUTIES

- Ensure all sites are safe, secure, opened and closed appropriately, and available for school use, lettings, emergencies, and out-of-hours/holiday activities.
- Support site security arrangements, act as a registered key holder, and respond to emergency callouts at any time as required.
- Manage and monitor maintenance and compliance via Trust systems, ensuring accurate records and full statutory compliance (Health & Safety, fire safety, COSHH, asbestos), including alarm testing and drills.
- Supervise site staff and contractors, allocate and coordinate work, and ensure all tasks are completed safely, on time, and to required standards.
- Oversee general maintenance, repairs, decoration, and improvement works, maintaining the condition and appearance of buildings and grounds and reporting defects accordingly.
- Monitor site condition, identify risks and hazards, and ensure timely remedial action to maintain a safe environment.
- Maintain all site areas to a high standard, including cleaning, litter removal, waste management, winter gritting, and ensuring adequate supplies in facilities (e.g. toilets).
- Coordinate site operations including lettings, transport, deliveries, storage, and distribution, ensuring safe manual handling and effective support to school leaders.
- Provide operational cover for site staff absences, ensuring continuity of maintenance, compliance, and daily operations.
- Attend Health & Safety meetings and contribute to a strong safety culture, ensuring high standards of compliance and operational performance.

STRATEGIC RESPONSIBILITIES

- Lead and deliver compliant site services across schools while supporting estates planning, maintenance, and improvements in efficiency, sustainability, and building condition.
- Drive effective use of estates and compliance systems, while promoting strong health and safety culture, risk management, and continuous service improvement.

DEVELOPING SELF AND LEADING OTHERS

- Take responsibility for own professional development including maintaining an up-to-date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- contribute to effective staff induction and professional development
- manage own workload, providing support where necessary and delegating where appropriate
- to ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

OBJECTIVES AND OUTCOMES

- To be agreed with the successful post-holder once appointed

SAFEGUARDING

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting

OTHER INFORMATION

The duties may be varied to meet the changing demands of the school/ Trust at the reasonable discretion of the Headteacher/ Line manager. The post holder may have opportunities to work or support other schools within The Marches Academy Trust. This job description is not exhaustive and does not form part of the contract of employment. It describes the key duties that the post holder is expected to perform.

The Marches Academy Trust is committed to safeguarding and promoting the welfare of the children in our care and as such this post is exempt from the Rehabilitation of Offenders Act 1974. All applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.