



SENIOR SITE MANAGER

JOB DESCRIPTION

RESPONSIBLE TO:

Business Manager

JOB PURPOSE:

To manage, maintain and develop the physical resources on the site (buildings, materials, equipment, and staff) so that the site is safe, compliant and optimum use can be made of them for school and community purposes

Principal Accountabilities:

Cleaning	<ul style="list-style-type: none">• Manage a team of cleaning staff to ensure the site is regularly cleaned to a high standard• Allocate resource to meet all agreed standards/ operational needs.• Order cleaning supplies and equipment
Maintenance	<ul style="list-style-type: none">• Develop and manage a rolling programme of planned and preventive maintenance in order to maintain the premises in the highest order.• Identify and make recommendations on potential sources of energy savings.
Supervision of contractors	<ul style="list-style-type: none">• Select contractors having regard to value for money.• Monitor overall performance, raising issues with contractors and overseeing specialist work.• Liaise with contractors regarding specialist cleaning and maintenance requirements.
Site Development	<ul style="list-style-type: none">• Organise specifications for larger works, obtain estimates, raise orders, check works and certify invoices for payment.• Project manage capital developments on behalf of the school in conjunction with the County Architect.• Liaise with other HCC staff as required e.g. electrical, mechanical and structural in the planning and execution of work on site.• Lead on the development of school premises – plan building alterations, draw up plans and specifications and organise contractors to enhance the facilities on the site.



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	<ul style="list-style-type: none">• Prepare, review and implement a site development, security, improvement and maintenance programme for the school.• Attend and provide advice to the Governing Body and Senior Leadership Team on premises issues.
Management and use of site	<ul style="list-style-type: none">• In conjunction with the Community Manager, encourage use of the school site within the local community.• Organise and manage use of premises outside normal school hours.
Health and Safety	<ul style="list-style-type: none">• Ensure systems are in place so that all practices and emergency procedures are safe, the school is compliant and adhere to H&S requirements.• Act as the School Health and Safety Officer and conduct H&S training for staff• Act as the School Fire Safety Co-ordinator with overall responsibility for fire safety issues in the school.• Be responsible for tasks associated with the prevention of legionella.• Be the accident investigation officer.• Undertake annual risk assessments for the whole premises including COSHH assessments.
Management of Staff	<ul style="list-style-type: none">• Carry out recruitment, induction, training, supervision and appraisal of site/cleaning team.• Allocate work in accordance with schedules of work.• Manage and maintain records in line with HCC and legislative requirements e.g. safety and personal records• Review training and development needs to meet ongoing requirements.• Cover shifts and / or weekends in the event of staff absence / annual leave
Stock Management/Admin	<ul style="list-style-type: none">• Requisition caretaking supplies within budget allocation.• Manage budget for contractors/site maintenance.• Ensure reporting responsibilities are met.
Security	<ul style="list-style-type: none">• Responsible for security arrangements across the site.• Review security procedures and make proposals to security as appropriate.
Corporate and statutory initiatives – equalities/health & safety/egovernment/sustainability	<ul style="list-style-type: none">• Be familiar with County Council/school health and safety requirements and ensure these are consistently met by those using the site.



Key Decision-Making Areas in the Role

Recruitment/Deployment of staff – decide in consultation with members of Senior Leadership team

Use & deployment of contractors – decide

Security/safety of users – decide (occasional consultation with line manager)

Use of school for extraneous purposes – decide (occasional consultation with line manager)

Spending decisions – decide against agreed annual plan Maintenance priorities against rolling programme – decide

Replacement equipment – decide against agreed budget Substandard contractor performance – decide and action, where appropriate

Site development - recommend and action, where appropriate

Emergency situations- decide action required

Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)

Budgets – maintenance budget up to £200,000. Will also include monitoring of other budgets (e.g. cleaning contractors up to £100K) and overseeing capital works on site paid for by school

Staff Management – Line manage site team. Manage school sub-contractors

School Assets – will be substantial and valuable (into seven figures). Includes managing access to assets where substantial changes (e.g. capital works) are occurring.

Dispersal of Site – will be significant factor where accommodation and buildings spread over large area.

Complexities of contract management – expected to contribute to development of specification and ensure contract obligations are delivered

Other – 4/5 major deliveries per week; regular generator of large orders

Main Contacts – external/internal customer contacts and purpose

- Own Team – daily to manage work and share information
- Other school staff up to and including headteacher– daily for various purposes
- Students/pupils - daily
- Other school users including community groups – daily to discuss needs, use of school premises, etc
- Members of School Governing Body – occasional to advise on site issues
- Neighbours – regular to maintain good relationships
- General Public – regular to provide information and guidance
- HCC Depts (e.g. Architects) – regular for project management information/guidance purposes e.g. Building Surveyor
- External Contractors & Suppliers – regular to pursue school issues
- Other external agencies e.g. Police, Fire Brigade – occasional normally for security purposes



Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence.

- Size and range of buildings
- Regular exposure to the elements (weather)
- Manual handling/lifting – lone working requiring strong health and safety emphasis (use of radio/mobile phones) – can be significant call-out component/primary key holder
- Shift working covering late evenings/early mornings and weekends
- Will be some handling of dangerous substances and exposure to difficult customers, intruders
- Regular reassessment of site priorities to ensure requirements of users are met
- May be constrained by limitations in use of office space
- The role covers out of hours working and requires the use and exercise of initiative as access to line manager/headteacher at these times may be limited

Role requirements for operational effectiveness

Entry: Necessary role-related knowledge, skills and experience at selection

- Experience of co-ordinating related activities
- Significant experience of facilities management
- Skilled in maintenance activities
- Experience of project management
- Ability to manage a large team
- Strong and effective inter-personal skills
- Good communicator (orally and in writing)
- Good organisational ability
- Good knowledge of health and safety legislation (e.g. CoSHH)
- Financial awareness
- IT literate
- Budget management experience

Initial induction/training required to become effective in the role

Estimated time to become operationally effective 9 months

Induction 3 months, further learning 6 months

- Awareness of school policies – evacuation, fire, other emergency procedures
- Knowledge of and showing empathy for school priorities i.e. on curriculum, use of buildings, use of site for community purposes/lettings
- Specific health and safety legislation as it relates to schools
- Evidence of managing people effectively
- Financial elements of work
- Good relationships with contractors
- Familiarisation with school standards including contractor specifications



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- Significance of school context (relationships with children, safety of users)
- Appreciation of security dimensions

Operationally effective: How would effectiveness in role be demonstrated?

- Safe working environment
- Compliance with site regulations by users
- Skilled in technical health and safety factors as they relate to the school environment
- Good relationships with staff/students/users/other external school contacts
- Sensitive and responding appropriately to changing school and community priorities
- Ability to anticipate and address potential site security and health and safety issues
- Proactive in work programming
- Contributing to planning for change in school environment
- Delivers work targets on time
- Enjoys confidence of own staff
- Is demonstrating how can improve quality of school environment
- Achieving cost effective solutions to school site issues

Adding value: What characteristics will the advanced role holder demonstrate?

- Takes pride in and achieves high standards in the quality of the school environment
- Very highly regarded in school and by whole school community
- Will challenge the “status quo” and always pursue what is in the best interests of the school
- Regarded by wider school community as natural and direct contact on matters to do with the use of the school premises outside normal school hours
- Promotes appropriate and effective extraneous use of the school and generates additional income
- Is able to produce high quality work whilst ensuring optimum use of school maintenance funds
- Highly autonomous in the school with wide discretion to take decisions
- Can achieve consistently good results whilst never compromising health and safety standards
- Has achieved high level of education of others in appropriate and positive use of school site
- Strong staff developer of own team

Context/Additional Information

This role requires regular movement around the school site, bringing the postholder into regular contact with pupils with whom professional relationships must be maintained. The role is usually directly accountable to a member of the school leadership team but will operate autonomously and independently within prescribed budget limits. The size, condition and geographical layout of the school will create different demands (e.g. high/low levels of vandalism; old/new buildings; dispersed or tightly defined site) and the context for the role



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will change during school holiday periods/public holidays when, wherever possible, minor works and maintenance will be prioritised.

Additional Information/Requirements

Be aware of and take responsibility for all aspects of safeguarding and promoting the welfare of children.

Participate in all aspects of training and development.

Any other duties commensurate with the overall responsibility of the position and deemed relevant by the Headteacher and Line Manager.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service certificate.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. 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. Consequently, the School will expect to revise this job description from time to time and will consult the post holder at the appropriate time.

Date prepared 28th April 2026

Signed _____ Date: _____