



'Ambitious for All'

Job Description Site Manager

Salary:	Grade D
Hours:	Full Time
Starting:	TBC
Contract:	Permanent
Responsible to:	Headteacher

Following our recent "Good" Ofsted (Oct 2024), we are looking to recruit a dedicated and proactive Site Manager. We are looking for an experienced, enthusiastic and reliable person to join our forward-thinking school.

Principal Accountabilities

- To monitor cleaning standards to ensure high standards of cleanliness and operational effectiveness.
- To manage and maintain the physical resources on site so that optimum use can be made for them for school and community purposes.
- Ensure site security is maintained through organising and monitoring arrangements for keyholding, locking and unlocking, controlling key accessibility.
- Act as a keyholder for the school. Review security procedures and make proposals for improvement as necessary.
- Good IT skills.
- Obtain quotes and arrange site visits by contractors.
- Act as Fire Safety Officer and Health & Safety Officer, with responsibility for site security and a range of Health & Safety checks and monitoring.
- Carry out all risk assessments in relation to site management.
- Monitor stocks of supplies and reorder as necessary within budgetary constraints.
- Manage contractors on site, ensuring all health and safety requirements are adhered to.
- Attend meetings, liaise with the senior leadership team and governing members regarding maintenance of the school site.
- Performance manage other site staff including training programmes.
- Manage and maintain records in line with Hampshire County Council and legislative requirements eg safety and personal records.
- Other miscellaneous duties as requested.
- Minibus driver (or willing to be trained).
- Record meter readings onsite and liaise with Hampshire County Council

Professional Standards

- To support the aims, values and ethos of the school as defined through school policies and the school improvement plan.
- Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

Other Responsibilities

- To support the school in achieving its vision.
- To ensure effective communication with all staff, students, parents and carers.
- To undertake any reasonable supervisory duties as required.
- To undertake all training as required.
- To treat other staff with respect and remain professionally generous and positive at all times.

We Can Offer:

- An interesting and varied role.
- A friendly, supportive team.
- Ongoing professional development.
- An opportunity to work alongside the wider community.