

Job Description: Site Manager

Post Title: Site Manager

Responsible to:

Headteacher / Senior Admin Officer / Senior Leadership Team

Job Purpose:

To manage and maintain the physical resources of the school site—including buildings, grounds, materials, and equipment—so that they can be used safely and effectively for both school and community purposes.

Key Responsibilities:

1. Site Maintenance and Development

- Oversee all site maintenance, repairs, and redecoration.
- Monitor and report defects; arrange for emergency repairs.
- Develop and implement a rolling programme of maintenance.
- Liaise with contractors and oversee works to ensure quality and safety.
- Operate and maintain heating, lighting, and water systems.
- Promote energy efficiency and sustainability across the school.

2. Cleaning and Hygiene

- Supervise cleaning staff or contractors to ensure high standards.
- Develop and implement cleaning schedules and specifications.
- Train staff in safe and hygienic cleaning methods.
- Respond to emergency cleaning situations (e.g., spillages, vandalism).

3. Security

- Act as principal keyholder; ensure the site is secure at all times.
- Manage keyholding arrangements and site access.
- Review and update security procedures regularly.
- Respond to alarms, emergencies, or call-outs when required.
- Open and closing of site every day.

4. Health and Safety

- Act as Fire Safety Officer and Responsible Person for Asbestos and Legionella.
- Carry out and record all required safety checks (fire alarms, extinguishers, emergency lighting, playground equipment, etc.).
- Complete Risk & COSHH assessments, and maintain up-to-date records.
- Ensure compliance with all relevant legislation and school policies.
- Support a culture of safety and safeguarding throughout the school.
- Ensure safety of site for use each day, e.g., gritting of drive and playground when icy/snow.

- Liaise with HCC Arborist, for tree safety on site.

5. Administration and Budget Management

- Manage budgets related to maintenance, cleaning, and site operations.
- Maintain accurate records, reports, and inventories.
- Obtain quotes for works and supplies, ensuring best value.
- Support lettings and community use of the premises.
- Take meter readings and contribute to energy management reporting.

6. Additional Duties

- Prepare rooms for events, exams, Governor's meetings and parents' evenings.
- Ensure compliance with safeguarding, health and safety, and confidentiality policies.
- Undertake training and development as required.
- Carry out any other reasonable duties in line with the role.
- Ensure Oil levels are maintained and inform Senior Admin Officer/SLT when tank needs a refill.

Person Specification

Category	Essential	Desirable
Qualifications / Training	Good standard of literacy and numeracy. Relevant health and safety training (e.g., COSHH, manual handling). Willingness to undertake job-related training.	Trade qualification (e.g., plumbing, electrics, carpentry). Health and Safety or Facilities Management qualification.
Experience	Experience of site management, caretaking, or maintenance. Experience supervising staff or contractors. Experience managing budgets.	Experience working in a school or educational setting. Experience managing building projects or refurbishments.
Knowledge / Skills	Skilled in routine maintenance and minor repairs. Good organisational and planning skills. Understanding of health and safety requirements. Ability to use IT systems and Microsoft Office. Strong interpersonal and communication skills.	Knowledge of energy management systems. Awareness of safeguarding procedures.
Personal Qualities	Reliable, proactive, and self-motivated. Able to work independently and as part of a team. Flexible and adaptable to changing priorities.	Innovative and able to identify opportunities for improvement. Committed to professional development.

Category	Essential	Desirable
	Takes pride in maintaining a safe and pleasant environment.	
Other Requirements	Able to work early mornings, evenings, and weekends as required. Physically fit for manual handling and outdoor work. Suitable to work in a school environment (Enhanced DBS required).	Full driving licence and access to own transport.