SS Philip and James' Church of England VA
Primary School

Site Manager Grade 6

Job Description

Days and hours:	RESPONSIBLE TO: Office Manager
All year round 37.5 hours per week- 0800am-4:00pm Flexible hours may be considered for the right candidate.	

Job Purpose

- Support the Office Manager by taking responsibility for management of the school site and all related maintenance and Health and Safety responsibilities.
- Responsible for maintenance, security and facilities and maintain a safe, clean environment
- Oversee external contractors working on site and monitor performance of cleaning/catering contractors

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise and support others, identify gaps in knowledge and organise training where required
- Promote and ensure the health and safety of pupils, staff and visitors at all times
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Contribute to staff briefings flagging any health and safety issues
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Ensure all relevant paperwork is available for Health and Safety audit and any company carrying out checks/risk assessments, e.g. Water/Fire RA. In addition to others this may include water testing, emergency lighting, fire alarm testing daily/weekly checks.
- Check e-mails and respond daily
- Ensure heating/hot water is set to come on before the start of a new term and to go off during holidays and summer months.

Organisational responsibilities

- Portering duties- eg. Delivering mail and resources, moving furniture and equipment
- Ensure apparatus/equipment/seating is available as per timetable (eg assemblies/lunchtime/breakfast clubs/meetings).
- Monitor efficiency of contractors including cleaning and catering
- Attend weekly review meetings with Office Manager
- Maintain records of health and safety and all other scheduled maintenance checks
- Ensure that school is an 'Eco friendly' as possible. Monitor recycling/energy efficiency.

Security

- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate
- Liaise with police and security contractors
- Unlock school site at 8.00am and lock gates at 3.30pm
- Provide emergency access to the school site

Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing or arrange for this to take place
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for school.
- To organise and/or carry out minor decoration programme as agreed with the headteacher
- To organise and/or carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the headteacher
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections as per schedule
- Identify defects and record repair and maintenance requirements, deal with issues recorded on Health and Safety/maintenance clipboard in a timely manner.
- Coordinate deliveries to the school site
- Liaise with contractors ref. planned maintenance, ensuring that all planned maintenance takes place as per schedule.
- Monitor any new hazardous substances brought in to school, referring to Office Manager for Coshh risk assessments.
- Carry out regular health and safety checks
- Carry out regular emergency evacuations and record appropriately (minimum one per term)

Cleaning and Hygiene

- Monitor standard of cleaning and report to contractor
- Check standard of cleaning, particularly toilets/handwashing areas first thing in the morning
- Arrange additional cleaning not covered by cleaning contract eg. Windows/gutters/patio areas/shadesails
- Ensure enhanced cleaning takes place in the event of heightened rates of infectious diseases
- To oversee deep clean
- Attend to emergency cleaning in the school day

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- To ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

Performance management

Performance management assessment will be based on the responsibilities listed above and judgements will be made against specific criteria as agreed, as part of the school's performance management cycle. The Office Manager will manage the person in this post.

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

SAFEGUARDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

The above job description was agreed September 2026. It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

_____Signed by (Post holder)

_____Signed by (Head teacher)

Person Specification

Specification	Essential	Desirable
Experience and Knowledge	• Caretaking/site management experience	• Caretaking/site management experience in a school
Education and Qualifications		• First aid training • Have GCSE level or equivalent in Maths and English
Skills and Abilities	• Ability to work independently • Ability to be flexible and react to the unexpected • Ability to assess and carry out maintenance and minor repairs independently and commission experts where required • Effective use of ICT • Willingness to participate in development and training opportunities • Knowledge of moving and handling procedures • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults	• Full working knowledge of relevant polices/codes of practice/legislation • Knowledge of health and safety procedures and precautions • Knowledge of COSHH regulations • Awareness of health and hygiene procedures
Training	• Willingness to undertake relevant training and identify own development needs. • Committed to ongoing CPD and Professional development.	
Attributes and Attitudes	• Be a responsible and trustworthy role model. • Flexibility to adapt to the changing demands of school life • Punctual and reliable. • Supportive of our Christian ethos	
Equality, diversity and inclusion	• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application.	

Safeguarding	• Knowledge, understanding and commitment to safeguarding and promoting the welfare of students. • Ability to form and maintain appropriate relationships and personal boundaries with students.	