

Role Profile

Site Manager

Role Summary:	The School Site Manager is responsible for the overall management, maintenance, and security of the school's premises, including two listed buildings and a swimming pool. The role ensures the school environment is safe, clean, and compliant with health and safety regulations, while preserving the heritage of listed buildings. The Site Manager will also lead and manage a small team, ensuring smooth daily operations.
Site:	Undershaw and Tower Road sites
Annual Salary:	Undershaw Band 7 £32,512-£34,654 (actual £34,680-£36,964)
Hours:	40 hours per week, 8 hrs daily between 07:00-20:00 / 5 days per week which includes every other Saturday 07:00-15:00
Terms:	Permanent (6 months probationary period)
Responsible to:	School Business Manager

Key Responsibilities:

Building, Site and Vehicle Management

- Oversee the maintenance, repair, and improvement of school premises, including two listed buildings, ensuring compliance with listed building regulations.
- Plan and carry out preventative maintenance, repairs, and refurbishment works, ensuring high standards of presentation across the site.
- Manage the operation and upkeep of the school's swimming pool, including daily inspections, cleaning, and maintenance of filtration and heating systems.
- Produce an annual schedule of works for painting and decorating at both sites.
- Liaise with external contractors for specialised works on listed buildings, including heritage conservation, ensuring minimal disruption to school operations.
- Manage fire safety equipment, alarms, and emergency lighting, ensuring the school is fully compliant with fire safety legislation.
- Monitor and manage energy usage across the site, including heating, lighting, and water systems, identifying ways to improve efficiency.
- To ensure that the school vehicles are serviced and maintained in line with current legislation and the high expectations of the school.
- Be proactive in dealing with any repairs, maintenance or emergency work required and reporting to SBM.
- Organise the planning and project management of building works during the school holidays.

Health and Safety

- Ensure the school complies with all health and safety legislation, including COSHH (Control of Substances Hazardous to Health) and risk assessments.
- Conduct regular safety checks of the swimming pool, playgrounds, and all other school facilities.
- Maintain accurate records of inspections, repairs, and risk assessments, ensuring prompt action is taken to resolve any issues, using I am compliant.
- Produce regular reports from *I Am Compliant* for the SBM, Headteacher and The Governing Body.
- Provide training to staff on safe working practices and emergency procedures.

Security

- Ensure the security of the school site, be the main keyholder for the site, CCTV, alarms, and regular security checks.
- Coordinate locking and unlocking of the school buildings, managing access for staff, visitors, and contractors with other key holders
- Liaise with the outsourced security services to manage the on-call system and ensure sufficient cover for urgent situations.

Line Management

- Line manage the site and facilities staff, providing leadership, guidance, and performance management.
- Organise work schedules for the team, ensuring tasks are completed efficiently and to a high standard.
- Provide training and development opportunities to the site team, ensuring they remain skilled and compliant with health and safety standards.

Budgeting, Reporting and Policies

- Manage the site maintenance budget, obtaining quotes for repairs and works, and ensuring the spend has been approved in a cost-effective and timely way.
- Monitor and report on all site-related costs, working closely with the school's finance team to ensure financial controls are in place.
- Prepare reports for senior management on site condition, required works, and safety compliance.
- To ensure that all compliance policies are written and updated in line with statutory guidance

Lettings Management

- Oversee the letting of school facilities, including the swimming pool, sports facilities, halls, and classrooms, ensuring proper scheduling and smooth operation.
- Act as the main point of contact for external organisations hiring the school's facilities, ensuring their needs are met and that school policies are adhered to.
- Coordinate with school staff to ensure lettings do not interfere with school activities and that the facilities are set up and returned in good condition after each use.
- Work with the School Business Manager to ensure there are accurate records of lettings, including contracts, schedules, and payments, ensuring all documentation is up to date and in line with school policies.

Community and Events

- Support school events by ensuring the site is prepared, clean, and operational, including setting up and taking down equipment as needed.
- Work closely with the school administration to ensure minimal disruption to school activities during maintenance or repair works.
- Ensure that the team support daily with setting up for the students at lunch time.

Equal Opportunities and School Vision

- Ensure and display commitment to the implementation of the school vision and ethos.
- Always remain committed to the school's policies and ensure these are followed.

Safeguarding

- Set the highest standard of example in terms of safeguarding and professional behaviours in line with the most up to date guidance, including KCSIE and WTTSC and supporting with embedding these within the culture of the school

Other

- To carry out any other duties as identified by the Headteacher commensurate with the grading and level of responsibility of the post.

Note: this job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually.

Site Manager: Person Specification

Criteria	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Qualifications in English and Maths. • Level 2 or 3 City & Guilds or NVQ in a trade such as electrical installation, plumbing, or carpentry or equivalent experience. • First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) certification or willingness to complete. • Pool plant operator certification or willingness to complete. 	<ul style="list-style-type: none"> • Qualifications in facilities management, health and safety, or site maintenance.
Experience	<ul style="list-style-type: none"> • Proven experience in site management, facilities management, or a similar role, ideally within an educational setting. • Experience managing a swimming pool and associated maintenance requirements or willingness to complete mandatory courses. • Good communication skills, able to liaise effectively with contractors, staff, and the wider school community. 	<ul style="list-style-type: none"> • Experience working with heritage conservation or listed buildings.
Skills & Abilities	<ul style="list-style-type: none"> • Ability to lead and motivate a small team, managing workloads and providing clear direction. • Excellent organisational skills and the ability to prioritise tasks effectively. • Strong problem-solving abilities, with a proactive approach to resolving maintenance issues. • Strong knowledge of health and safety legislation, particularly in a school setting. 	
IT & Digital Skills	<ul style="list-style-type: none"> • Basic IT skills (email, record keeping, online reporting systems). 	
Personal Attributes	<ul style="list-style-type: none"> • Highly motivated and proactive with a positive attitude and strong work ethic. • Collaborative and able to work effectively with a range of stakeholders, from senior leaders to external community groups. • Ability to work independently and take ownership of projects while ensuring alignment with school goals. 	
Other Requirements	<ul style="list-style-type: none"> • Suitability to work with children (A full DBS will be applied for) 	<ul style="list-style-type: none"> • Driving license and own transport



	<ul style="list-style-type: none">• Commitment to the values and ethos of the school.• Willingness to attend school events outside of regular working hours if required.• Willingness to complete statutory training courses or those identified by the SBM.	<ul style="list-style-type: none">• Willingness to volunteer to drive the school minibus
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