SITE MANAGER
JOB DESCRIPTION

Contract: 37 hours per week, full year (shift pattern between 5:45am and 9:30pm
Grade: Scale 6
Responsible to: Headteacher
Responsible for: Caretaking Staff, Lead Cleaner, Grounds Maintenance Team/Contractors and Site Contractors

Job Purpose

To provide strategic and operational leadership for the management, maintenance, safety and security of the school estate. The Site Manager will ensure that the school premises, grounds and facilities are maintained to a high standard, providing a safe, secure, compliant and welcoming environment for pupils, staff, visitors and the wider school community.

The postholder will form part of the school's Senior Leadership Team and will lead and manage the site team, oversee cleaning and grounds maintenance operations, pool management, coordinate contractors and suppliers, and take responsibility for health and safety compliance across the school site.

Key Responsibilities

Leadership and Management

- Lead, supervise and support a team of premises staff including the lead Cleaner, ensuring high standards of performance and accountability.
- Manage the deployment, workload and priorities of the premises team to ensure the effective operation of the school site.
- Conduct staff inductions, training, performance reviews and ongoing development of premises and the Lead Cleaning staff member.
- Promote a positive team culture focused on customer service, health and safety, efficiency and continuous improvement.
- Assist Senior Leaders in the recruitment, induction and retention of premises and cleaning staff.
- Ensure effective reporting to Governors including attendance at meetings and supporting health and safety walks as required.
- Keep professional knowledge up to date through relevant training and qualifications and ensure site team members are appropriately trained and competent to fulfil their roles safely and effectively.

- Manage site team attendance, sickness absence, annual leave, and other authorised absences, ensuring adequate staffing levels are maintained to support the safe and effective operation of the school premises while complying with school policies and employment procedures.

- Coordinate out-of-hours site cover arrangements and respond to emergencies, security incidents and adverse weather events as required.

Health, Safety and Compliance

- Act as the school's operational lead for site-based health and safety matters.
- Undertake and record routine health and safety inspections, audits and risk assessments.
- Ensure compliance with all relevant legislation and guidance relating to health and safety, asbestos management, COSHH, legionella control, fire safety, swimming pool operation and premises management.
- Maintain and regularly review the school's premises compliance schedule, ensuring all statutory inspections, testing and certification requirements are completed within prescribed timescales and recorded appropriately.
- Monitor and manage fire safety procedures, emergency systems, evacuation equipment and related training requirements.
- Investigate and report premises-related incidents, hazards and near misses, implementing corrective actions where necessary.
- Ensure relevant policies and procedures are kept up to date, in line with current guidance and that these are reviewed follow incidents and as required.

Site Security

- Take overall responsibility for the security of the school buildings, grounds and assets.
- Act as keyholder and attend emergency call-outs outside normal working hours when required.
- Ensure appropriate opening and closing procedures are implemented and maintained.
- Monitor site security systems and make recommendations for improvements where required.
- Take responsibility for the induction of new key holders and notify Worcestershire County Council.

Premises and Facilities Management

- Develop and maintain planned and preventative maintenance programmes for the school buildings, grounds and infrastructure.
- Undertake and coordinate general repairs and maintenance within the competency of the team and arrange specialist works where required.
- Monitor the condition of school buildings and grounds, identifying priorities and recommending improvements.
- Lead and coordinate premises improvement projects, refurbishment works and capital investment programmes, ensuring projects are delivered safely, on time and within budget.

- Coordinate and implement measures during adverse weather conditions to ensure the continued safe operation of the school site.
- Ensure the efficient operation of heating, plumbing, electrical and other building systems.
- Support school improvement initiatives through effective management of premises projects and developments.
- Manage the school minibus, ensuring the vehicle is maintained to a high standard, serviced in accordance with manufacturer recommendations, and that it remains compliant with all legal, safety, MOT, insurance, and transport requirements.
- Oversee the operation, maintenance, and safety compliance of the school swimming pool, ensuring water quality testing, plant room checks, servicing, and statutory inspections are carried out in accordance with health and safety regulations and school procedures.

Contractor and Supplier Management

- Procure, coordinate and monitor external contractors and service providers.
- Obtain quotations and assess value for money in accordance with school procurement procedures.
- Manage contracts relating to grounds maintenance, cleaning equipment, waste services, servicing and other facilities functions.
- Ensure contractors comply with safeguarding, health and safety and site procedures whilst on school premises.
- Monitor contractor performance and report concerns or recommendations to the Headteacher.

Grounds Management

- Oversee the maintenance and presentation of playing fields, playgrounds, landscaped areas and external facilities.
- Plan and monitor grounds maintenance programmes to ensure the site remains safe, attractive and suitable for educational activities.
- Manage grounds maintenance staff and contractors (where relevant), ensuring agreed standards are achieved.
- Identify opportunities for site improvements and environmental sustainability initiatives.
- Monitor and manage the upkeep of grounds equipment.

Cleaning Services

- Manage the lead cleaner and work alongside them to ensure the delivery of a comprehensive cleaning service, including deep cleaning where appropriate, across the school.
- Ensure cleaning supplies, equipment and materials are appropriately maintained and stocked in the absence of the lead cleaner.
- Alongside the lead cleaner monitor compliance with COSHH regulations and safe working practices.
- Monitor cleaning standards across the school and coordinate periodic deep-cleaning programmes to maintain a safe, hygienic and welcoming environment.

Financial and Resource Management

- Work with the finance manager to monitor budgets relating to premises, maintenance, cleaning and grounds services where appropriate.
- Order and control site-related supplies and equipment.
- Maintain accurate records of expenditure, servicing, inspections and maintenance activities.
- Ensure resources are used efficiently and provide value for money.

Lettings and Community Use

- Alongside the Lettings Coordinator, coordinate and oversee school lettings and community use of facilities.
- Ensure facilities are safe, secure and appropriately prepared for external users.
- Support income generation through the effective management of school lettings arrangements.
- Coordinate the premises team to ensure the site is left in an appropriate condition following any letting or community use.

Other Duties

This job description provides an overview of the principal duties and responsibilities of the post and is not intended to be exhaustive.

The post holder will be expected to comply with any reasonable request from the Headteacher or other member of SLT to undertake work of a similar level and responsibility to support the operational needs of the school.

The duties and responsibilities of the post may be reviewed periodically and amended, following appropriate consultation with the post holder, to reflect changes in the needs, priorities and organisation of the school.

Name:

Signed:

Date:

Countersigned by Headteacher:

Date: