



Site Manager – Job Description



Job Title: Site Manager

Reports to: Headteacher / Office Manager

Contract Type: 30 hours a week/ 52 weeks a year

9.00am-4.00pm (some flexibility could be negotiated)

Grade: 3: Point 7-9 - £21,407 - £22,817 (FTE £26402 - £28142)

Location: Broke Hall Primary School

Job Purpose

To ensure the school premises and grounds are safe, secure, clean, and well-maintained at all times. The Site Manager is responsible for the effective operational management of the school's buildings, facilities, health and safety compliance, and site staff.

Key Responsibilities

1.Site and Premises Management

Ensure the school buildings and grounds are maintained to a high standard.

Carry out regular inspections of the premises and identify repair/maintenance needs.

Undertake minor repairs and maintenance tasks.

Oversee larger repair works carried out by contractors.

Maintain safe access to the site, including during adverse weather conditions.

Manage school keys and access control systems.

Complete mandatory staff training and keep up to date with staff bulletins / briefings as appropriate.

To be committed to the safeguarding and promotion of the welfare of children and young people as specified in Keeping Children Safe in Education.

2.Health and Safety

Ensure compliance with health and safety legislation.

Conduct regular health and safety checks and risk assessments.

Monitor fire safety systems, alarms, extinguishers, and emergency lighting.

Organise fire drills and maintain records.

Ensure statutory testing is completed (e.g., PAT testing, water hygiene, asbestos monitoring, gas/electrical inspections).

Report hazards and take appropriate action.

Update and maintain records, including but not limited to:-

- Legionella Management,
- Water Management,
- Asbestos Management
- Planned Preventative Maintenance
- Risk Assessments and Method Statements
- Premises related policies

3.Security

Act as primary key holder and be part of on call response arrangements to deal with out of hours requirements

Open and close the school site daily as required.

Oversee the safe arrival and departure of children and parents onto the school site at the start and the end of the day

Support school lettings and out-of-hours events, ensuring facilities are prepared for school functions and providing site support during events where required.

4.Cleaning and Grounds

Liaise with cleaners/cleaning contractors to ensure cleaning standards are maintained.
To carry out daily cleaning of hall floor after lunch and removal of food waste to the bins
Occasional cleaning as required
Oversee waste management and recycling.
Liaise with Grounds Maintenance provider.
Maintain outdoor areas and playgrounds.
Coordinate seasonal maintenance (e.g., gritting, leaf clearing).

5.Contractor and Facilities Management

Liaise with contractors and service providers.
Obtain quotes for maintenance work and/or liaise with the Trust Premises Team
Monitor contractor performance and compliance.
Maintain records of maintenance and servicing.
To meet with governors to carry out walkabouts

and any other tasks that may be required to ensure a safe, secure, compliance and focused teaching and learning environment

Person Specification

Criteria	Qualities
Qualifications	Hold recognised training/qualifications associated with premises management
Experience	Caretaking Building maintenance Security, including alarm systems Cleaning work Some DIY Working in a team Working with contractors
Skills and knowledge	Good knowledge of health and safety regulations Ability to work flexibly, independently and as part of a team Basic DIY skills Ability to plan, organise and prioritise Good IT skills to maintain the school's online record keeping system I am Compliant
Personal qualities	To be committed to the safeguarding and promotion of the welfare of children and young people To contribute to the overall ethos/work/aims of the school To establish constructive relationships and communication with all staff and other agencies/professionals Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Able to work flexibly and out of school hours as required
Physical requirements	Be reasonably fit to carry out the duties of the job Able to carry out some manual handling and lifting