

# Job Description and Role Overview

JOB TITLE: SITE MANAGER

REPORTS TO: PRINCIPAL

SALARY RANGE: H1 & H2

## Key responsibilities:

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
2. Keep records relating to maintenance and security.
3. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
4. Undertake general portage duties including moving furniture and equipment within school.
5. Undertake minor repairs (i.e., not requiring qualified craftsperson) and maintenance of the buildings and site.
6. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
7. Receive deliveries to the school site.
8. Collect and assemble waste for collection.

## Purpose of the job:

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed..

## Core duties:

Outlined below are some of the main duties of the site manager; however, this is not an exhaustive list.

- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
- Keep records relating to maintenance and security.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Undertake general portage duties including moving furniture and equipment within school.
- Undertake minor repairs (i.e., not requiring qualified craftsperson) and maintenance of the buildings and site.
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Receive deliveries to the school site.
- Collect and assemble waste for collection.

## Individuals in this role may also undertake some or all of the following:

- Periodic cleaning of designated areas of the school building and grounds according to instructions.
- Assist with the maintenance of specialised equipment following training, for example sports/ theatrical equipment.
- Undertake lettings and carry out associated tasks, in line with local agreements.
- Act as a designated key holder, providing emergency access to the school site.
- Act as school contact in relation to premises related contractors.
- Organise testing for asbestos and other health and safety procedures.

## Knowledge, Skills & Abilities

- Skills and experience equivalent to national qualifications at level 2. Knowledge of a range of maintenance tasks.
- Requires knowledge of policies, procedures in relation to school security, relevant health and safety and COSHH regulations, minor maintenance and repairs.
- Manual dexterity in operating equipment and minor repair work.

## **Supervision:**

- Follows predetermined cleaning procedures and standards; makes decisions in relation to task allocation, supplies required; escalates serious issues to senior staff.
- May demonstrate cleaning duties to new or less experienced staff.

## **Problems, demands & decisions:**

- Concentration for carrying out maintenance/security tasks.
- Carries out routine tasks, such as security checks and minor repairs that do not vary significantly from day to day, some fault identification.

## **Dimensions:**

- No responsibility for financial resources.
- Responsible for the safe use and storing equipment and materials; may be key holder for the locking and unlocking of premises.

## **Physical effort:**

Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving or lifting furniture.

## **Working environment:**

Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection.

Regularly exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, and dirty or that involve some measurable risk.

## **General expectations:**

- To ensure that school policies and procedures are adhered to at all times.
- To promote and model the school's vision and Going for Gold values.
- To promote equality and inclusion and ensure all pupils are given opportunities to succeed.
- To be a positive role model to other members of the team..
- To promote and maintain effective communication and relationships between the school, its parents, governors and the village community.
- With the Principal and other senior leaders, present a united front to all stakeholders.

## **Appraisal cycle:**

This role will be reviewed annually as part of the appraisal process, with a mid-year review taking place during the appraisal cycle to monitor the suitability of targets set during this process and review evidence against these.

The Principal and governing body are fully committed to ensuring the professional effectiveness of the Site Manager and will support training and development for the appointed candidate.

## **Safeguarding requirements:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person;
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks;
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person;
- Ensure key documents (e.g. Keeping Children Safe in Education) have been read and signed as requested;
- Within the scope of the Designated Safeguarding Lead team, follow procedures, processes and policies to ensure all concerns are actioned and recorded efficiently and effectively.

## Job context:

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out.

**Revised:** May 2025

Employee's Name:	
Date of Review:	
Employee Signature:	
Line Manager Signature:	

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 must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.