



SITE MANAGER

JOB DESCRIPTION

Job Title	Site Manager
Grade	Grade 6 SPC 15 – 22, £27,803 - £31,364 per annum.
Location of work	Meadowside Community Primary and Nursery School
Directly responsible to	Headteacher
Hours of Duty	Permanent 37 hours per week (currently 10am – 6pm with flexibility built in where required) Holidays 26 days per year (rising to 31 days after 5 years' service) Full year working
Primary Post and Scope of the Job	The postholder will be responsible for the maintenance and upkeep of the internal and external premises of the school. This involves carrying out both day-to-day checks, repairs and maintenance; general caretaking and cleaning duties as required; as well as liaising with contractors regarding preventative planned maintenance inspections. The postholder will be responsible for directing the work of the Maintenance Officer and for the smooth running of the cleaning contract as well as managing and leading on key aspects of Health and Safety.
Working Relationships	Headteacher and senior leaders Maintenance Officer p/t School staff Cleaning contractor External contractors
Key Tasks and Accountabilities	<ol style="list-style-type: none"> 1. The postholder must carry out the duties with full regard to the School Improvement Plan, Health and Safety and Fire Risk action plans, Equality and Diversity Policy and Health and Safety Policy. 2. Adhere to and pay full regard to the School Safeguarding Policy. 3. Coordinate and supervise the work of the Maintenance Officer: managing the quality of their work and allocating their tasks. 4. Reporting to the Headteacher, coordinate and oversee the work of the school's maintenance contractors. 5. Responsible for checking the security of the school, including locking and unlocking both during term-time and out of school hours. This includes being a registered key holder, and informing the police of any trespassers on the school grounds when necessary and attending the building should there be a callout. 6. Be responsible for statutory and operational checks including those required under Health and Safety requirements on school equipment and plant. 7. Be responsible for the accurate management and maintenance of the iAM Compliant estates management system (CAFM) for the school, ensuring all statutory & mandatory inspections and maintenance regimes are carried out including remedial works.

8. Liaise with other premises team members across TCAT, attending the Estates Management/ Health and Safety hub meetings.
9. Alongside the Headteacher, be responsible for the health and safety within the school – to ensure duties are undertaken in accordance with the school's health and safety policy including risk assessments and safety systems.
10. Take part in the internal review of Health and Safety across the school monitoring, measuring and reporting on school health and safety performance

General Caretaking Duties

11. Carry out general caretaking duties (e.g. portering, litter picking, setting up of the hall for specified events, designated cleaning duties of communal and classroom areas particularly in inclement weather).
12. Clearance of snow and ice in winter weather from the school grounds, particularly paths, steps and car parks.

Repairs and Maintenance

13. Responsible for the general upkeep of the premises both externally and internally, taking action to remedy immediate issues (e.g. removal of furniture, clearing of broken glass) and reporting defects to the Headteacher
14. Carry out general repairs such as removal of graffiti, replacement of light bulbs, general repairs to classroom furniture and other miscellaneous fixtures and fittings (e.g. ceiling tiles, curtain/blind fittings, door furniture, lockers and shelving).
15. Carry out general maintenance duties including general plumbing repairs, repairs to non-specialist equipment such as plugs, fuses and small appliance testing (subject to competence levels).
16. Carry out internal painting and decorating of classrooms and communal areas in accordance with agreed programmes or work.
17. Be responsible for the management of external contractors who are appointed to carry out work for the school

General

18. Be responsible for the maintenance and safe management of all work equipment used in connection with his or her duties.
19. Use and maintain any PPE issued by the school in connection with his or her tasks.
20. Be responsible for the ordering and stock control of consumables and equipment.
21. Carry out all duties with due regard to confidentiality and data protection regulations.
22. The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children.

	<p>23. Undertake such additional duties as are reasonably commensurate with the level of this post.</p>
<p>General</p>	
<p>Review Arrangements</p>	<p>The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.</p>
<p>Date Job Description prepared/revised: 25.04.2025</p>	

SITE MANAGER

PERSON SPECIFICATION

	Essential	Desirable
Knowledge, skills and abilities		
Ability to use portable hand tools for maintenance tasks	x	
Ability to work at height using appropriate equipment (e.g. stepladders and scaffold towers)	x	
Ability to work as part of a team, working with others to achieve success.	x	
Effective interpersonal skills enabling good relationships to be built with a wide range of people (Senior Leadership Team, teaching staff, support staff, contractors)	x	
Basic literacy and numeracy skills.	x	
Basic IT skills.	x	
Experience of and the ability to use online safety management systems.		x
Demonstrate effective skills in working with children	x	
Knowledge of the statutory and operational checks required by maintenance routines in school.		x
Experience		
Experience in working in a school environment		x
Experience in carrying out caretaking duties such as portering, litter-picking	x	
Experience in carrying out routine maintenance tasks	x	
Experience in painting and decorating	x	
Experience in directing and managing the work of small teams including the allocation and checking of tasks.	x	
Education/Qualifications/Knowledge		
Minimum educational qualifications of 5 GCSEs or equivalent		x
Knowledge of the health and safety regulations affecting this role (e.g. working at height, manual handling, COSHH, asbestos, legionella)	x	
Relevant practical qualifications in trades such as plumbing, electrical work, joinery		x
Other		
The post holder will be required to obtain enhanced DBS clearance	x	
Ability to understand and demonstrate commitment to equality and diversity	x	
Be prepared occasionally to work flexibly, given reasonable notice, out of hours to support out of hours school activities.	x	
<p>This post is subject to an Enhanced DBS check</p> <p>NOTE TO APPLICANTS:</p> <p>Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.</p>		