



## **Job Title**

Site Manager

## **Location**

Upton Heath CE Primary School

## **Responsible to**

Principal

## **Grade**

Grade 5/ SCP 6 - 11

## **Purpose of the Role**

To ensure the school site is safe, secure, clean and well maintained at all times, providing a positive and welcoming environment for children, staff and visitors. The Site Manager will oversee premises maintenance, health and safety compliance, security and day-to-day site operations.

## **Key Responsibilities**

### **Premises and Maintenance**

- Maintain the school buildings and grounds to a high standard
- Carry out routine maintenance, repairs and basic DIY
- Identify and report larger repair or maintenance needs
- Manage contractors on site and monitor work quality
- Ensure heating, lighting, water and alarm systems operate effectively
- Order supplies and submit claims as required to maintain appropriate stock levels (for example, hand towels and sanitiser)
- Carry out other duties appertaining to the use of the premises as may be necessary from time to time in accordance with the reasonable requirements of the Head Teacher.

## **Health, Safety and Compliance**

- Ensure the site complies with health and safety legislation
- Carry out regular health and safety checks and risk assessments
- Maintain records including fire safety, water hygiene and asbestos
- Support emergency procedures and drills

## **Security and Safeguarding**

- Open the school site daily during term time
- Ensure the security of buildings, equipment and grounds
- Support safeguarding procedures by maintaining a safe environment

## **Cleaning and Site Presentation**

- Oversee cleaning standards and liaise with cleaning staff or contractors
- Ensure the site is clean, tidy and fit for purpose
- Undertake portering and cleaning duties, including moving furniture, managing deliveries and supporting efficient use of resources.
- Prepare spaces for events, meetings and lettings where necessary

## **Grounds and Outdoor Areas**

- Maintain playgrounds, paths and outdoor learning areas
- Ensure winter safety including gritting and snow clearance
- Support seasonal tasks such as leaf clearance and basic gardening

## **Communication and Support**

- Work closely with the Principal, staff and Trust colleagues
- Respond promptly to site issues and requests
- Support school events outside normal hours in agreement with Principal

## **Person Specification**

### **Essential**

- Experience of site management, caretaking or facilities work
- Good practical skills and ability to carry out minor repairs
- Knowledge of health and safety procedures



- Ability to work independently and manage time effectively
- Good communication and teamwork skills
- Commitment to safeguarding and promoting the welfare of children

## Desirable

- Experience working in a school or similar setting
- Relevant health and safety or facilities qualifications
- Knowledge of school compliance requirements

## Safeguarding

This post is subject to an enhanced DBS check. The postholder must adhere to all school safeguarding policies and procedures.

## Working Hours and Leave

- Working hours are **7.00am to 1.00pm, Monday to Friday**
- The role is **full time**, with flexibility required to support school events, emergencies or essential works
- **Overtime may be required** on occasion and will be agreed in advance
- The post includes **25 days paid annual leave**, to be taken **during school holiday periods only**, in line with school operational requirements

Notwithstanding the duties set out in this job description, the post holder will, in accordance with the School's/Council's Flexibility Policy, be required to undertake other duties as reasonably directed by the Headteacher and/or Governing Committee. Such duties will be commensurate with the level and main responsibilities of the post.