

| JOB DESCRIPTION | |
|-----------------|--|
| SCHOOL | All Souls' C of E Primary School |
| JOB TITLE | Site Manager |
| GRADE | APL D |
| REPORTS TO | Line Manager, Head Teacher and Head of Estates |
| DATE | January 2026 |

JOB PURPOSE

- Be a key member of the school support team managing the school's security, health and safety (H&S), building fabric, grounds and overseeing the cleaning team, ensuring a safe, secure, and professional environment for pupils, staff, and visitors
- Carry out all other duties within the scope of the role and as directed by the Headteacher
- Promote good health and safety practice throughout the school.

MAIN DUTIES AND RESPONSIBILITIES

General Premises Management

- Undertake portage duties, such as moving furniture and equipment around the school as required
- Maintain the general school premises, furniture and fittings, and report any issues to your line manager
- Undertake small repair tasks and DIY projects
- Arrange and manage larger maintenance/repairs, including obtaining and evaluating quotations from suppliers and contractors through to completion
- Arrange servicing of mechanical and electrical systems in line with servicing frequency requirements
- Advise on site development projects and make recommendations on site use
- Prepare and submit Minor Works requests and supporting documentation for SCA Funding.
- Attend termly Trust organised meetings.

Cleaning

- Oversee the cleaning team ensuring scheduled tasks are undertaken as required and to a high standard
- Arrange disposal of waste and litter picking
- Carry out emergency cleaning duties throughout the school day, such as freshen up of all toilets on site, cleaning up of body fluids such as sickness and cleaning up general spillages.
- Arrange annual deep cleaning of designated areas including furniture and equipment.
- Maintain cleaning equipment and stock levels of supplies.
- Ensure cleaning equipment and products are correctly stored and secured in accordance with hygiene and COSHH regulations.

Security

- Manage the security of the school premises as the main key holder.
- Lock and unlock the premises as required, including out of school hours when necessary.

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- Check that all windows, doors, and gates are secured, and lights/gas/electrical appliances are switched off at the end of each day.
- Maintain security equipment ensuring regular services are undertaken and recorded.
- Set security alarm systems, report potential breaches, and respond to alarms or call outs following agreed procedures.
- Carry out regular checks of CCTV, alarm systems, locks, fire safety appliances, security gates, and perimeter fencing, and ensure repairs are actioned.
- Advise your line manager on all matters relating to school security and safety.

Health and Safety

- Maintain a safe working and learning environment in accordance with relevant legislation by undertaking regular H&S monitoring.
- Adhere to and implement Trust H&S policies.
- Undertake and record regular H&S compliance checks such as asbestos, legionella, fire safety, Coshh, play equipment.
- Maintain H&S risk assessments as required.
- Coordinate and oversee H&S training for employees.
- Assist the Trust's H&S Consultant with annual audits and ensure actions are completed promptly.
- Provide safe access to the school in cold weather conditions.
- Monitor contractor work, ensuring safe practices and quality.
- Ensure contractors provide sufficient insurances, qualifications, RAMS, and maintain records.

Procurement & Contractor Management

- Obtain and evaluate multiple quotations for maintenance, repairs, cleaning supplies, and equipment, ensuring best value within agreed budgets.
- Maintain procurement documentation including quotes, purchase orders, invoices, and decision records.
- Negotiate with suppliers and contractors on pricing, warranties, delivery schedules, and service standards.
- Maintain an approved suppliers register, ensuring compliance with school procurement policies.
- Oversee contractor activities on site to ensure work meets specifications, schedules, and safety standards.

Responsibilities

- Commitment to safeguarding and promoting the welfare of children and young people.
- Comply with policies relating to child protection, H&S, security, confidentiality, data protection, and equal opportunities.
- Identify, evaluate, and minimise risks to H&S and security.
- Contribute to the overall ethos and objectives of the school.
- Establish constructive relationships and communication with staff and external professionals.
- Participate in training and performance development as required.
- Supervise cleaning and caretaking teams.
- Ensure contractors and visitors comply with security and H&S while on site.

'They will soar on wings like eagles.' Isaiah 40:31

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Additional Duties

- Support the PTFA with arranging events and assist with set up and clear down of such events
- Open and close the school for events and urgent work outside normal hours as required.

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.



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Person specification: Site Manager

| CRITERIA | QUALITIES | ESSENTIAL OR DESIRABLE |
|-----------------------------|---|--|
| Qualifications | <ul style="list-style-type: none">➢ Proficient technical and practical maintenance skills level 2 or above (D) | Desirable |
| Experience | <ul style="list-style-type: none">➢ Managing facilities, building maintenance and repairs➢ Managing H&S and compliance➢ Undertaking cleaning tasks➢ Undertaking small building repair tasks➢ Managing and working with contractors➢ Use of IT systems to maintain records and communicate | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> |
| Skills and knowledge | <ul style="list-style-type: none">➢ Good knowledge of health and safety regulations➢ Good knowledge of facilities management➢ Ability to work flexibly, own on initiative and as part of a team➢ Proficient in the use of IT, specifically Microsoft applications➢ Confident communicator both written and verbal➢ DIY skills➢ Ability to plan, organise and prioritise | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> |
| Personal qualities | <ul style="list-style-type: none">➢ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school➢ Ability to work under pressure and prioritise effectively➢ Commitment to maintaining confidentiality at all times➢ Commitment to safeguarding and equality | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> |

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| CRITERIA | QUALITIES | ESSENTIAL OR DESIRABLE |
|------------------------------|--|---|
| | <ul style="list-style-type: none">➢ Embraces change well➢ Deals with difficult situations effectively➢ Able to work flexibly and out of school hours as required | <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> |
| Physical requirements | <ul style="list-style-type: none">➢ Ability to undertake manual handling and working at height tasks associated with the role | Essential |

Signed (Employee): Dated:

Signed (Headteacher): Dated: