

VERITAS MULTI ACADEMY TRUST

Job Description: Site Manager

School: Pilgrims' Way Primary School

Grade: Veritas Range KSD £26,393 subject to review in Sept 2026

The Trust is committed to a flexible working and all posts will be open to discussion with post holders as to hours to support individual requests and the business needs of the role.

Purpose of the Job:

To be responsible for the security, maintenance and cleaning of the school. Reporting to the Head Teacher supported by the Trust Business Manager as Health and Safety Lead. The Site Manager will be part of a small team who are based across our sites and there will be regular team meetings to share expertise and advise on key developments.

Key Duties and Responsibilities

The Site Manager will be responsible for the effective management, maintenance and development of the school site, ensuring a safe, secure, welcoming and well-maintained environment for pupils, staff and visitors.

Site Management, Maintenance and Improvement

1. Ensure the general high-quality upkeep, presentation, safety and security of the school buildings, grounds and facilities.
2. Take ownership of the condition of the site, identifying areas for improvement and taking a proactive approach to maintenance, repairs and site development.
3. Carry out routine maintenance, decorating, DIY tasks and minor building works where appropriate, ensuring work is completed safely and to a high standard.
4. Undertake reactive repairs and planned preventative maintenance to minimise disruption to the school.
5. Use initiative to identify faults, risks and improvement opportunities, reporting issues appropriately and taking remedial action where required.
6. Support site improvement projects and developments, including acting as an operational contact for new build works, refurbishment projects and estates-related initiatives.
7. Work closely with the Headteacher and Trust Business Team to support effective management of the school site and contribute to future planning and development.

Security, Compliance and Health & Safety

1. Ensure that buildings and the site are secure at all times, including outside normal school hours, taking appropriate action where issues arise.
2. Act as a designated key holder, providing out-of-hours and emergency access to the school site when required.
3. Maintain accurate records and use systems such as the Every Compliance system to manage health and safety checks, statutory compliance requirements and maintenance schedules.
4. Carry out regular health and safety inspections of buildings, grounds, fixtures, fittings and equipment, including fire safety compliance checks, and ensure actions are completed within required timescales.
5. Ensure all duties are undertaken in line with health and safety legislation and School/Trust policy including COSHH requirements, reporting hazards and taking appropriate action to maintain a safe environment.

6. Arrange and monitor statutory inspections, servicing and routine maintenance checks for relevant systems and equipment.
7. Operate, monitor and maintain building systems, including heating, ventilation, cooling, lighting, security systems and other site-related infrastructure.
8. Support the management and monitoring of systems associated with new build developments, ensuring they are understood, maintained and operating effectively.

Contractors, Procurement and Site Operations

1. Obtain quotations for maintenance work and services in liaison with the Trust Finance Team, ensuring value for money and appropriate approval processes are followed.
2. Oversee onsite contractors, ensuring work is completed safely, to the required standard and within agreed timescales, reporting any concerns to the Headteacher and/or designated Trust lead.
3. Act as the operational contact for contractors, maintenance providers and project teams, supporting effective communication and coordination.
4. Arrange emergency repairs and ensure appropriate follow-up actions are completed.
5. Monitor materials, equipment and stock levels, ordering supplies as required to support the effective running of the site.

Cleaning and Premises Support

1. Monitor the performance of the outsourced cleaning contractor, ensuring agreed standards of cleanliness, hygiene, and presentation are consistently maintained across the school.
2. Liaise with the cleaning contractor to coordinate cleaning schedules, holiday and out-of-hours cleaning, and periodic deep-cleaning requirements, ensuring the school's operational needs are met.
3. Provide guidance, support, and training to premises staff where required, including health and safety procedures, safe working practices, and compliance with relevant legislation.
4. Undertake general caretaking and portage duties, including the safe movement of furniture, equipment, and resources to support the day-to-day operation of the school.

Flexibility, Initiative and School Support

1. Demonstrate flexibility in working arrangements to meet the operational needs of the school, including occasional adjustments to working hours, split shifts or altered schedules to complete projects, maintenance tasks or works when pupils are not on site.
2. Plan and organise workload effectively, balancing reactive requests with planned maintenance and improvement projects.
3. Demonstrate a positive attitude, strong work ethic and pride in the school environment, contributing to a culture where the site is safe, welcoming and well cared for.
4. Support school events, lettings and activities outside normal school hours where required, carrying out associated premises duties in line with local agreements.
5. Undertake any additional duties appropriate to the role, commensurate with experience and training.

Additional Responsibilities (where applicable)

The post holder may also be required to:

1. Ensure the safe operation and maintenance of specialised equipment following appropriate training.
2. Provide guidance and support to other premises staff regarding health and safety, site procedures and good working practices.
3. Facilitate school lettings, ensuring areas are prepared, secure and appropriately managed.
4. Support the successful delivery of building projects, site developments and improvement works, acting as a knowledgeable and reliable representative of the school.
5. To work alongside the Finance team to maintain the Asset Register adding new items and relocating existing items/disposals as appropriate.