



Millfield Primary School

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION Site Manager

Grade:	Site Scale 5 - Points 12 - 17
Contract:	Full time: 37 Hrs per week, 52 Weeks per year
Responsible to:	Headteacher
Direct Reports:	Cleaning team
Indirect Reports:	N/A
Job Description Issue Date:	March 2025
Postholder Name:	
Postholder Signature:	

Purpose of the Role

- To make a major contribution to the management and administration of the sites and buildings.
- To ensure the compliance, security and cleanliness of the school buildings, furniture, fittings and equipment; ensuring that the learning environment is safe, pleasant, and fit for purpose to support teaching and learning.

General Responsibilities

- Be familiar with and support the Trust's Vision, Values and Goals;
- Be aware of and comply with relevant policies and procedures, including those relating to premises, safeguarding, health and safety, confidentiality, child protection and report all concerns to the appropriate person.
- Embrace diversity, work inclusively and collaboratively, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust;
- Behave in a professional manner at all times demonstrating respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure own continuous professional development, proactively seeking opportunities for innovative and effective practice; and
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

- Property and site management - including the monitoring of community use of premises, undertaking regular checks and undertaking and/or arranging work as necessary to ensure the site and the building are secure, meet H&S requirements and are in good decorative order.
- Ensure all statutory compliance requirements are met, including oversight of the statutory compliance contractor ensuring that servicing and checks are booked in and remedial works actioned in a timely manner.
- To work collaboratively with colleagues within the school and the wider trust to support delivery of projects and programmes of work.
- Provision of access to the buildings (and grounds) to authorised persons at all reasonable times.
- Maintaining proactive oversight of the physical condition of the grounds, buildings, furniture and equipment and taking appropriate steps to ensure maintenance and repairs are actioned promptly when necessary.
- Carrying out maintenance and repairs within the scope of a competent handyperson.
- Operation of the heating and lighting systems; monitoring usage and promoting energy conservation in the school.

- Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
- Line management, workload allocation and quality monitoring of cleaning staff, providing additional capacity if and when needed.
- Responsible for planning the work allocation for him /herself subject to the requirements of the school, and monitoring of the work.
- On occasions, when necessary carry out cleaning work.
- Undertake lettings of the school premises, including opening and locking up.
- Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the headteacher.

Security and Site Access

- Plan in conjunction with the Finance Lead and operate routine security arrangements to prevent/deter unauthorised access to the sites and buildings and to minimise theft and vandalism.
- Ensuring staff are aware of the procedures on security and the use of alarm systems, and that there is an appropriate system of key holding, including maintaining a register of keys issued on the instruction of the headteacher.
- Responsible for ensuring the building and contents are secured including the carrying of a mobile phone for the purpose of direct communication.
- Being responsible for securing and locking up the premises at the end of the school day and unlocking and carrying out routine H&S checks in the morning.
- Providing such access to the school as may reasonably be required outside the normal hours of opening, including in the event of flood, snow or similar emergencies.

Planned and Reactive Maintenance

- Regular inspection of the physical condition of the site, building, furniture and equipment, excluding the carrying out of specialist tests and inspections.
- In consultation with the Finance Lead, To prioritise the programme of minor works, taking into account urgent needs and health and safety issues. Obtain quotations for agreed work ensuring best value for the school.
- Produce and deliver a painting and decorating schedule for the school holidays, corridors etc. can be decorated in term time as much as is practical.
- Carrying out maintenance and repairs to property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson.
- Operation of the heating and lighting systems; monitoring usage and promoting energy conservation in the school.
- To be responsible for the management of day to day reactive building maintenance, obtaining quotations, liaising with contractors, organising and supervising work. Inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- Replacement of light bulbs, fluorescent tubes, LED Lighting etc.

- Carrying out routine procedures and inspection of ancillary equipment, eg. pumps, batteries, window blinds etc.
- Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.
- Regular inspection of school toilet facilities during the day, to ensure hygiene is maintained.

Note:

The Site Manager's direct activities are limited to situations where safe access can be obtained, suitable tools are available, and where they are competent to complete the activity.

Grounds

- To oversee the work of the grounds maintenance contractor ensuring satisfactory standards of work
- Snow clearing and salting as required.
- To establish working patterns that ensure the schools' grounds are clean and tidy, including maintaining the beds at the front of the school to ensure a positive first impression.
- Ensuring that all areas are free from litter and excessive accumulations of dirt and rubbish. Emptying of litter baskets and bins in the playgrounds and ensuring the dustbin area is tidy.
- Ensure all guttering is kept clear.
- To be responsible for the condition of the schools' fences and gateways and to take action if repairs are required.

Energy / Heating / Water Monitoring

- Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Monitoring the usage of energy, including the keeping of records of consumption and the identification of trends.
- Taking steps to reduce energy consumption, promoting the awareness of other school staff concerning energy conservation, liaise with school pupil energy group.

Porterage

- Preparing for school and after-school activities, clearing and (in specific circumstances cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
- Laying out and stacking of chairs, desks, tables, etc. movement of these within the school for school activities.
- Removal or relocation of classroom, office and general school furniture and equipment as necessary paying due attention to manual handling safe practices and

maintenance of safe access/exit routes and walkways around the various halls, offices and classrooms.

- Taking delivery of stores, materials and other goods; storing and/or moving them within the school as required. Arranging the removal of redundant furniture from the school sites.

Health and Safety

- Carry out regular health and safety checks in line with the health and safety policy and to establish safe working practices.
- To liaise with the Finance Lead to ensure that all records, risk assessments and all relevant paperwork is maintained and available.
- To carry out routine regular site and building inspections as specified within the trust wide checklists and in line with Trust policy.
- To ensure the fire alarm system, escape routes, fire extinguishers and emergency lighting are checked, compliant and records kept.
- Take appropriate remedial action or report working practices or unsafe conditions that may contravene Regulations or Trust policy.
- Ensuring all caretaking (and, where applicable, cleaning) equipment is in a safe, clean and working condition.

Lettings

- To cover lettings of the school premises, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.
- To ensure the school is clean, tidy and that washrooms are replenished before the letting.

General/Other Duties

- Maintain an appropriate asset register and ensure compliance with procedures for disposal of redundant equipment/assets.
- Maintain a register of keys issued on the instructions of the headteacher.
- Undertake training courses as appropriate to carry out duties in a safe and efficient manner. Provide training, advice and guidance to other staff.
- Carrying out procedures in the event of fire, flood, breaking and entering accident or major damage.
- Emergency cleaning in the absence of cleaning staff, eg. spillage of paint, children being sick etc.
- To work positively and inclusively with all colleagues and stakeholders.
- To work flexibly within the framework of the duties and responsibilities specified above. The post holder may be expected to carry out work that is not specified in the job description but which is related to the job purpose.

Key Performance indicators

- All communication with parents, staff, children and external contacts is polite, warm and supportive, meeting the expectation of the school and the Trust
- Statutory testing is carried out and records are kept accurately across the school.
- The school's approach to maintaining the school buildings reflects best practice as expected by the Trust and is in accordance with statutory requirements
- Ensures that the cleaning team across the school works to high standards and manages performance to ensure that all staff are contributing fully within their roles.

Key Relationships (Internal and External)

- Headteacher
- School Finance Manager
- School Cleaning Team
- School based teaching and support staff colleagues
- TEFAT Estates and H&S Director and other site management colleagues
- Third party relationships, with organisations such as Facilities Management Company and contractors

Notes

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT and/or the Academy.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed; the job holder may perform any other job-related duties as reasonably required;
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.

Person Specification - Site Manager

	Essential	Desirable
Education and Qualifications		
Educated to GCSE level in maths and English		X
Relevant maintenance / trade qualification		X
Experience		
Experience of working in a building / site maintenance role	X	
Previous experience of site maintenance in a school environment		X
Experience of working with contractors	X	
Experience of managing COSHH		X
Skills and Knowledge		
Good oral and written communication skills	X	
Competent in a range of DIY skills, e.g. carpentry, plumbing, decorating	X	
Knowledge of relevant policies, codes of practice and legislation		X
Computer literate	X	
Knowledge of Google docs, spreadsheets, emails or Microsoft office	X	
Able to lift and carry items	X	
Able to work at heights	X	
IOSH certified or willing to undertake training	X	
Personal Qualities		
Self-motivated, with a 'can do' approach to problem solving	X	
Ability to learn quickly and effectively	X	
Understands diversity and inclusion, and treats everyone in the school community with respect	X	
Flexible, reliable, and with balanced approach	X	
Commitment and ability to work in accordance to Trust Values	X	
Commitment to ongoing continued professional development	X	