



## School Site Manager – job description

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**JOB TITLE:** SCHOOL SITE MANAGER

**REPORTS TO:** School Business Manager

**WORKING TIMES:** 22.5 hours per week all year – 25 days annual leave (pro rata)

Daily hours: split shift 7am – 10.30am and 5.45pm – 6.45pm (there may be some flexibility in these hours)

Some flexibility will be required within working times to meet demands of the site when required.

**SALARY:** KR4 - FTE £22,276 - £22,599 depending on experience (pro rata)

### JOB PURPOSE:

To be responsible for all aspects of site management, reporting to the Headteacher and School Business Manager (SBM) and to ensure that the internal and external school premises are safe, clean and presented to a high standard at all times.

### PRINCIPAL RESPONSIBILITIES/DUTIES

- Ensuring the school is a clean, healthy and safe and secure environment for all.
- Maintaining and developing the school's premises and grounds.
- Developing and implementing rolling programmes for repairs and maintenance within agreed budgets, ensuring value for money.
- Driving the services forward to ensure that consistent quality is continuously achieved.
- Ensuring the school complies with Health and Safety requirements and that all services meet with legislative and best practice guidelines.
- Opening and closing, unlocking and locking of school premises and grounds, ensuring that buildings and the site are secure.
- General maintenance and minor repair work and appropriate painting and redecoration.
- General portage duties and moving of furniture and setting up and clearing away for meetings as required
- Carrying out regular inspections and risk assessments of site, buildings and equipment and keeping appropriate records up to date
- Carrying out any other reasonable site tasks as directed by Senior Leaders to ensure the safe environment for the pupils, staff and visitors

Some lifting of heavy loads is required, subject to appropriate manual handling requirements.

Variety of internal and external work throughout the year.

You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site in school holidays or weekends. Any additional hours can be claimed as overtime.

#### Other

- Perform other ad hoc duties and assignments as may be determined by the Headteacher and the SBM
- Partake in relevant training and development as required by the Headteacher and SBM.

#### Person Specification

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• An understanding that the needs and safety of the children and staff are paramount</li> <li>• Work effectively both independently and as part of a team</li> <li>• An awareness of the need for strict hygiene and cleaning standard</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of primary school caretaking/site management</li> <li>• Working in a school environment/site management</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work</li> <li>• Computer literate with good working knowledge of ICT including using the internet and Microsoft Word</li> <li>• Full clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Have worked in an environment using similar skills</li> <li>• Experience or expertise in DIY</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to carry out minor DIY works</li> <li>• Good organisational skills</li> <li>• Ability to prioritise, plan, schedule and meet deadlines and evaluate work</li> <li>• Ability to be proactive and work on own initiative and manage own workload</li> <li>• Commitment to the security and wellbeing of the school</li> <li>• A willingness to undertake as necessary training in all aspects of the job including health and safety</li> <li>• Good written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Some evidence of administration skills e.g. Record keeping, contact with contractors etc.</li> <li>• Knowledge and experience of Health and Safety regulations.</li> </ul>
<b>Personal qualities and attitudes</b>	<ul style="list-style-type: none"> <li>• Enthusiasm</li> <li>• Demonstrates excellent social skills</li> <li>• Flexibility</li> <li>• To be a proactive member of the school community</li> <li>• Hard-working</li> <li>• Common sense and initiative</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in professional self-development</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability and commitment to contribute fully to the tasks in school</li> <li>• To uphold the ethos of our school</li> <li>• Self-motivation and personal drive to complete tasks to the required timescales and quality standards</li> </ul>	
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work at high levels with appropriate equipment and training</li> <li>• Ability to deal with some manual handling with appropriate training</li> </ul>	

## **Generic Duties relevant to all members of staff**

### **1.1 The Trust**

All staff are expected to be committed to the ethos of the Trust in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the Staff Handbook.

Your role is expected to be largely based at the school, however you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **1.2 Teaching and Learning**

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **1.3 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **1.4 Health and Safety**

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### **1.5 Safeguarding**

The Tenax Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due

regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Tenax Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Headteacher and the SBM. This job description will be reviewed annually and is an integral part of the appraisal and line management process.

*Tenax Schools Trust is committed to safeguarding and promoting the welfare of all children and young people and all applicants are expected to share this commitment. All appointments are subject to pre-employment checks, including satisfactory references and an Enhanced DBS check. More information on our recruitment checks can be found in the [Tenax recruitment policy](#).*