

Job Description

Post Title: School Site Manager

Grade: D (£32,070 – £33,012)

Hours: 36 hours per week, AM or PM shift

Contract: Permanent, Full-time

Location: Frith Manor Primary School, Woodside Park

Reporting to: School Business Manager (SBM)

Line Management: Assistant Caretaker

Accommodation: On-site housing provided subject to licence agreement

Purpose of the Role

To ensure the school site is safe, secure, well maintained and fully operational, providing a high-quality environment for pupils, staff and visitors. The Site Manager will oversee day-to-day premises operations, supervise the Assistant Caretaker and liaise closely with the School Business Manager.

Key Duties and Responsibilities

Site Security and Operations

- Open and close the school buildings according to the agreed shift pattern
- Act as a designated key holder and respond to site emergencies
- Ensure the security of buildings, grounds and equipment
- Monitor alarm systems, CCTV and access controls

Maintenance and Repairs

- Carry out routine maintenance and minor repairs
- Identify faults and report major issues to the SBM
- Maintain records of works completed
- Undertake health & safety inspections and risk assessments

Supervision and Management

- Line-manage and oversee the Assistant Caretaker
- Allocate daily duties and supervise work schedules
- Support performance and training needs

Contractors and Projects

- Liaise with contractors and monitor works on site
- Ensure contractors comply with safeguarding and health & safety procedures
- Assist with planned maintenance projects

Health, Safety and Compliance

- Support compliance with statutory testing (fire alarms, water hygiene, electrical checks, etc.)
- Ensure the site meets health & safety requirements
- Promote a safe working and learning environment

Grounds and Events

- Oversee grounds maintenance and seasonal tasks
- Support school events and lettings, including occasional out-of-hours work

Safeguarding

- Uphold the school's safeguarding policies at all times
- Maintain vigilance for the safety and welfare of children
- Follow reporting procedures for any safeguarding concerns

General

- Work closely with and report to the School Business Manager
 - Contribute positively to the wider school community
 - Carry out any other duties appropriate to the role as directed
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Person Specification

Essential Criteria

Experience

- Experience in a caretaking, site management, facilities or maintenance role
- Experience of supervising or overseeing staff
- Working in a setting requiring strong health & safety awareness

Skills and Knowledge

- Practical maintenance and DIY skills
- Understanding of health & safety regulations
- Ability to manage contractors and schedules
- Good communication and interpersonal skills
- Ability to work independently and prioritise tasks
- Record-keeping and basic IT skills

Personal Qualities

- Reliable, proactive and organised
- Calm under pressure and able to respond to emergencies
- Professional and approachable manner
- Commitment to safeguarding and promoting children's welfare
- Willingness to live in on-site accommodation

Desirable Criteria

- Experience working in a school environment
- Relevant health & safety or facilities qualifications
- Knowledge of safeguarding procedures
- Experience with statutory compliance testing
- Grounds maintenance experience

Safeguarding Requirements

Frith Manor Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to:

- Undertake an enhanced DBS check
- Provide satisfactory references
- Complete safeguarding training
- Adhere to all school safeguarding policies and procedures