

Job Title: Site Manager

Location: Woodside Park, London

School Type: Large Community Primary School

Reports to: Headteacher / School Business Manager

Contract: Full-time, all-year-round (with flexibility for events and emergencies)

Purpose of the Role

The Site Manager is responsible for the safe, secure, and efficient management of the school premises and grounds. The postholder will ensure that the school provides a clean, well-maintained, and welcoming environment for pupils, staff, families, and visitors, while meeting all statutory health and safety and safeguarding requirements.

This role is pivotal in supporting the smooth day-to-day operation of a large, busy primary school.

Key Responsibilities

Premises & Facilities Management

- Oversee the daily operation, maintenance, and security of the school buildings and grounds.
 - Carry out routine inspections to ensure the site is safe, clean, and fit for purpose.
 - Undertake minor repairs, decorating, and maintenance tasks.
 - Liaise with contractors, local authority services, and external providers regarding larger repairs and servicing.
 - Monitor and maintain heating, lighting, water systems, alarms, and other building services.
 - Support the preparation of rooms and spaces for school events, assemblies, and community use.
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Health & Safety Compliance

- Ensure compliance with all relevant legislation and local authority guidance.
 - Conduct regular risk assessments of the premises and equipment.
 - Maintain accurate records for statutory checks including:
 - Fire safety and evacuation procedures
 - Electrical testing
 - Gas safety
 - Playground equipment inspections
 - Support fire drills and emergency procedures.
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Security & Safeguarding

- Ensure the security of the premises during school hours and outside of normal working hours.
 - Control access to the site, monitoring visitors and deliveries.
 - Open and close the site as required.
 - Respond to alarms, emergencies, and call-outs.
 - Uphold safeguarding policies and procedures at all times.
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Cleaning & Site Team Management

- Line-manage caretaking and cleaning staff where applicable.
 - Monitor standards of cleanliness across the site.
 - Order cleaning supplies and site materials within agreed budgets.
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Grounds Maintenance

- Oversee the upkeep of playgrounds, sports areas, and outdoor learning spaces.
 - Arrange seasonal maintenance such as gritting, leaf clearance, and vegetation control.
 - Ensure outdoor areas remain safe and accessible.
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Budgeting & Administration

- Maintain logs, compliance records, and inventories.
 - Report defects, risks, or major works required.
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Community & Extended Use

- Support lettings and community use of the premises outside school hours.
 - Prepare and secure areas for evening or weekend activities.
 - Liaise with users to ensure facilities are left in good order.
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Person Specification

Essential

- Proven experience as a Site Manager, Caretaker, or Facilities Manager in a school or similar large organisation.
- Strong working knowledge of health and safety legislation.
- Experience managing contractors and maintenance programmes.
- Practical DIY and repair skills.
- Ability to work independently and prioritise a varied workload.
- Good communication and record-keeping skills.
- Willingness to work flexibly, including evenings or weekends.

- Commitment to safeguarding and promoting the welfare of children.
 - Enhanced DBS clearance (or willingness to obtain one).
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Desirable

- Relevant facilities or health and safety qualification (e.g. IOSH, NEBOSH, or equivalent).
 - Experience working in a primary school environment.
 - Line-management experience.
 - Knowledge of local authority compliance systems.
 - Basic IT skills for record-keeping and reporting.
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Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and other pre-employment screening.