



Site Manager Job Description and Person Specification

Employment details	
Job title	Site Manager
Reports to	SBM & Headteacher
Hours of work	Full time (36 hours between 7am and 6pm)
Start date	January 2026
Salary	£33,012

The Site Manager is responsible for ensuring that the premises and grounds of the school are maintained at the highest possible level of cleanliness and appearance. The Site Manager will be expected to take such initiatives as may be required to achieve this, including regular close inspection of the buildings.

The Site Manager is expected to be a fully participating member of Cromer Road Primary School and support the children and staff of the school in events and activities within the school as appropriate.

The Site Manager is responsible either for personally carrying out the duties below, or to liaise with the line manager regarding major works.

General duties

- Understand and operate relevant equipment and ICT software.
- Maintain specialist equipment, undertake specialist repairs and modifications within own capabilities and arrange for other repairs and modifications to be carried out by other staff members and external parties.
- Maintain tidy and organised work spaces and storage areas.
- Champion Health and Safety around the school, ensuring Health and Safety guidelines are adhered to at all times.
- Provide specialist advice and guidance as required.
- Establish effective working relationships with colleagues and set a good example for pupils through a high level of professionalism.
- Participate in performance-related appraisal arrangements made by the school.
- Set the priorities for maintenance and repairs.
- Manage access to the premises and maintain security.
- Supervise cleaning of the premises where necessary throughout the school day.
- Plan site use and development.
- Oversee site staff including external contractors, cleaners and agency staff.

Organisation

- Fulfil wider professional responsibilities by:
 - Making a positive contribution to the wider life and ethos of the school.

- Developing effective professional relationships with colleagues, and knowing how and when to draw on advice and specialist support.
- Taking responsibility for improving site maintenance through appropriate professional development, responding to advice and feedback from colleagues.
- Be responsible for the school premises by:
- Attending to all matters relating to the alarm system and key holder information.
- Opening and closing the school each day.
- Disarming and re-arming the alarm system.
- In partnership with all other members of staff, maintaining the security of the school site by being vigilant.
- Responding to emergencies out of school hours.
- Making other members of staff aware when external agency staff are on the premises.
- Manage contractors on the school premises by:
- Arranging for minor repairs and works to be carried out by contractors in consultation with the headteacher.
- Acting as a liaison officer with contractors and the school or external agencies as appropriate, regarding access to the premises and whilst they are on site.
- Monitoring the progress of the work and assisting the headteacher in ensuring that work is carried out to the required standard, as appropriate.
- Liaising with and ensuring that contractors work within health and safety legislation ensuring safety of all individuals using the school premises.
- Reporting any issues and concerns to the headteacher.
- Verifying all contractors have the necessary certification as required to carry out their allocated work.
- Verifying all contractors have suitable DBS clearance.

Health and Safety

- Carry out regular health and safety checks in line with the Health and Safety Policy.
- Ensure that all members of staff are aware of the emergency procedures, as well as their roles and responsibilities during an emergency.
- Ensure that all work carried out by cleaning staff is carried out with due regard to the Health and Safety Policy.
- In conjunction with the headteacher, regularly carry out a risk assessment of the site and keep appropriate records.
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction.
- Ensure that inflammable materials for use around the site are safely stored and advice is given on the storage of combustible materials.
- Ensure that dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations.
- Inform the headteacher of any changes that are required to the COSHH inventory.
- Check and maintain equipment within the school.
- Organise the removal of rubbish from the site as and when necessary.
- Organise the gritting of the premises in icy weather in line with the Health and Safety Policy.
- Ensure appropriate legionella checks are carried out and recorded.

- Keep the asbestos register up-to-date and ensure that all contractors sign the register.
- Monitor and maintain the schools Health and Safety Policy and procedures as they relate to the building, facilities, cleaning and grounds by ensuring:
- Fire alarms are tested in line with guidelines.
- There is appropriate assistance in all fire safety evacuation procedures and tests.
- An emergency evacuation practice is carried out and appropriate records are kept.
- Equipment used by caretaking and cleaning staff is validated and in safe working condition.
- Risk Assessments and COSHH Assessments are up-to-date, and staff are trained in their use.
- Records are kept of regular checks and service calls on equipment.

Additional duties

- Carry out annual audits of the school premises.
- Monitoring and ordering stock in a timely manner
- Carry out additional tasks as reasonable expected under the direction of the headteacher.

Site Manager person Specification

Qualifications and training	
Essential	Desirable
• Computer literate with good working knowledge of ICT including the use of Microsoft Office. • A first aid certificate. • Full driving licence.	• A related qualification in construction management or otherwise. • Relevant HNC/HND or undergraduate degree. • Level 6 NVQ in site management.
Skills and experience	
Essential	Desirable
• At least two years of experience of site maintenance within a school environment or similar. • Experience of working with contractors. • Experience of managing COSHH.	• Experience of site management within a school environment.
Knowledge	
Essential	Desirable
• A clear understanding of the infrastructure of the school and how to maintain it.	• An understanding of relevant legislation.

• Knowledge of effective intervention strategies to improve the quality of the premises. • Knowledge of relevant policies, codes of practice and legislation. • Experience undertaking risk assessments.	• Skills in effective resource management and deployment. • Able to use a range of basic tools, machinery and equipment. • Able to work at heights. • Able to lift and carry items.
Personal attributes	
The successful candidate will be	
• Punctual, with a good attendance record. • An excellent communicator, verbally and in writing. • Organised. • An excellent time manager. • Hardworking, with high expectations of themselves and their professional standards. • Committed to CPD. • Able to work both independently and as part of a team. • Able to maintain successful working relationships with other colleagues. • Able to plan and resource effective interventions to meet curricular objectives. • Driven and energetic.	
The successful candidate may also be	
• Dedicated to promoting their professional development, and that of others. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Able to effectively promote the school's ethos and vision. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • Able to work flexibly, attending morning and evening meetings, in addition to managing a demanding workload.	
Additional requirements	
The successful candidate will have	
• An enhanced DBS certificate and barred list check. • Evidence for their previous work experience. • References.	