

**Job Description:** Site Manager  
**Grade and Hours:** JG5 - 35 hours, term time only (including INSET days) plus 4 weeks  
**Contract Type:** Permanent  
**Reporting to:** School Business Manager

## 1. Job Purpose

The Site Manager is responsible for;

- Maintain clean, safe & secure school sites, which includes both buildings and grounds
- Carrying out cleaning, health & safety checks, routine maintenance, refurbishment and minor repairs
- Some supervision of school cleaning staff across the sites.
- Promoting health and safety around the school
- All other aspects of site management, such as supervising external contractors, and site use and development planning.

## 2. Duties and Responsibilities

### General duties

- Moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the School Business Manager
- Carry out small repairs and DIY projects to a high standard, ensuring timely completion
- Arrange larger repairs and obtain quotes from contractors
- Advise on site development projects and make recommendations on site use

### Cleaning

- Liaise with the cleaning team on each site on a regular basis and report any issues arising to the Cleaning Manager.
- Carry out cleaning ad-hoc duties, such as litter picking and arranging the disposal of waste.
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages.
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises.

### Security

- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Report to the School Business Manager on all matters relating to school security and safety.

### Health and safety

- Ensure a safe working and learning environment in accordance with relevant health and safety regulations
- Carry out and record regular health and safety checks, including water system checks, play equipment & safety equipment
- Provide safe access to the school in cold weather conditions
- Monitor the work of contractors, ensuring safe working practice and quality of work

- Maintain accurate records of health and safety checks and ensure they are reported promptly to the School Business Manager.

### Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos, work and aims of the school
- Establish constructive relationships and communication with all staff and other agencies and professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

### **3. QUALIFICATIONS AND EXPERIENCE**

- a) Trade Qualification e.g. Carpentry, Plumbing
- b) Previous experience of facilities management
- c) Previous experience of working with premises contractors
- d) Competence in using standard computer packages.
- e) Good interpersonal skills.
- f) Ability to plan, organise and prioritise.
- g) Ability to remain calm under pressure and when dealing with challenging situations.

This post requires the post holder to be reasonably fit to undertake the duties of the role, which will include some manual handling, occasional work at height and working during periods of inclement weather.

### **4. SUPERVISORY RESPONSIBILITY**

There will be some line management of cleaning staff.

### **5. SUPERVISION RECEIVED**

Overall supervision will be from the School Business Manager. The post holder will be expected to work independently, making decisions in line with the school's policies, while keeping the School Business Manager informed of significant issues.

### **6. SPECIAL NOTES OR CONDITIONS**

All Voyage Learning Campus employees are responsible for promoting and safeguarding the welfare of children and young people. Voyage Learning Campus is a dual site school. This post holder be required to work across both sites and sometimes this can be at short notice.

The post holder will be required to work without direct supervision and use their own initiative. The post holder must at all times maintain confidentiality and should be aware that, given the nature of the services provided by the school, they may on occasions be exposed to information that they may find upsetting.

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out. The job description is current at the time of publication but is reviewed on an annual basis and, following consultation with you, may be changed to reflect and anticipate changes in the job requirements, which are commensurate with the job title and grade.