

# JOB DESCRIPTION: SITE MANAGER

Grade 4 NJC

Hillstone Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## The purpose of the post:

To make a major contribution to the management and administration of the Academy site and buildings and to manage and develop those physical resources which support the staff of the school, and which then enable them to provide a high-quality education in line with the Academy Aims:

The following responsibilities will include, in liaison with the Academy Headteacher and school business manager as appropriate:

- a) Contribution to the preparation of the premises aspects of the annual budget and management of the Academy day to day maintenance, cleaning and janitorial services with the given budget.
- b) Property and site management - including the management of cleaning staff, the monitoring, the management of the maintenance and decoration of buildings and upkeep and appearance of site, the management of site, the management of site security arrangement and all statutory testing.

## The Operational role of the Site Manager

To ensure the security, care and availability of the Academy building, furniture, fittings and equipment; to ensure a satisfactory physical environment.

The Site Manager's direct activities are limited to situations where safe access can be obtained, and suitable tools are available.

## Main tasks

- 1 Responsible for ensuring the building, contents and grounds are secured.
- 2 Provision of access to the building and grounds to authorised persons at all reasonable times.
- 3 Maintaining constant awareness of the physical condition of the grounds, buildings, furniture and taking appropriate steps to ensure maintenance and repairs where necessary.

- 4 Carrying out maintenance and repairs to the building, furniture within the scope of a competent handyman. Ensure the grounds are kept clean and tidy.
- 5 To work towards monitoring the operating costs of the grounds, buildings and associated resources.
- 6 Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
- 7 Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Headteacher or School Business Manager.
- 8 Planning own workload to meet the requirements of the school and carrying out normal supervisory duties.
- 9 Monitoring the standards of cleaning of the building, the upkeep of the grounds.
- 10 Maintaining regular contact with the staff of the school and Contractors.
- 11 Where applicable carrying out some cleaning work to cover cleaners' absences assisting with any cleaning duties to meet the requirements of the Academy.
- 12 In conjunction with the Senior Management, plan and operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism.
- 13 Maintain a register of keys issued on the instructions of the Headteacher.
- 15 Unlocking of gates and entrance doors and checking as far as possible that the grounds and premises have not been disturbed. Switching on of lights and opening of windows.
- 16 At the end of the day - walking around premises, checking that windows are closed, lights switched off and internal doors locked, as might be required. Locking of external doors and gates.
- 17 Providing such access to the school as may reasonably be required outside normal hours of opening, including access in the event of flood, snow or other similar emergencies
- 18 Carry out maintenance and repairs to property, fixtures, fittings and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyman (within the range of work specified).
- 19 Drawing the attention of the School Business Manager by completing the relevant documentation or otherwise, to any repairs or maintenance work which is beyond the competence and responsibility of the Academy's staff.

- 20 Directing workmen and contractors to the site of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- 21 Replacement of light bulbs, florescent tubes etc.
- 22 Carrying out routine procedures and inspection of ancillary equipment e.g. pumps batteries, window blinds etc.
- 23 Ensuring all drains and gullies are free-flowing and clean. Clearing blockages where these occur.
- 24 Ensuring all caretaking and cleaning equipment is in a safe and working condition.
- 25 Opening the heating plant so that the required temperatures are maintained in the Academy premises and that an adequate supply of hot water is available. Carrying out frost protection procedures, cleaning flues, filters, according to procedures laid down.
- 27 Work towards monitoring the usage of energy, including the keeping of records of consumption and the identification of trends.
- 28 Following procedures laid down for the monitoring of the operation cost of the building and associated resources.
- 29 Maintaining records of consumption of standard lists of consumable items and of expenditure on a further range of items.
- 30 Preparing for Academy and after Academy activities, clearing and (in specific circumstances) cleaning up after these activities within the normal hours of work including lettings and community use in these hours.
- 31 Laying out and stacking chairs, desks and tables etc. Movements of these within the Academy including setting out furniture for events.

- 32 Taking responsibility for the delivery of stores, materials and other goods, signing for, storing and or moving them within the Academy as required.
- 34 Carrying out procedures in the event of fire, flood, breaking and entering accident or major damage.
- 35 Ensuring all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish.
- 36 Emptying of litter baskets and bins. Disposal; of all rubbish and cleanliness of dustbin areas
- 37 Emergency cleaning in the absence of cleaning staff, e.g. spillages of paint, children being sick etc.
- 38 Replenishment of soap, toilet rolls, sanitary goods and towels.
- 39 Take appropriate remedial action or report working practices or unsafe conditions that may contravene the Health & Safety at Work Act and the Fire Precautions Regulations.
- 40 Planning the work allocation of himself, and cleaners subject to the requirements of the Academy, giving guidance to cleaners in all aspects of their work. Carrying out normal supervisory duties e.g. maintaining a good working atmosphere and encouraging team spirit ensuring good timekeeping, dealing with grievances and problems and seeing that work is done correctly.
- 42 During periods of Academy closure, the cleaning work will include any special tasks that become necessary, including the use of stepladders in accordance with the Governors guidelines and other non-routine cleaning.
- 44 Any other duties as commensurate within the grade in order to ensure the smooth running of the school as directed by the Headteacher.

Line Manager – SBM

Reviewed 25.6.2026

Signed \_\_\_\_\_ Dated \_\_\_\_\_