



Job Title

Site Manager

Location

Upton Heath CE Primary School

Responsible to

Principal

Grade

Grade 5/ SCP 6 - 11

Purpose of the Role

To ensure the school site is safe, secure, clean and well maintained at all times, providing a positive and welcoming environment for children, staff and visitors. The Site Manager will oversee premises maintenance, health and safety compliance, security and day-to-day site operations.

Key Responsibilities

Premises and Maintenance

- Maintain the school buildings and grounds to a high standard
- Carry out routine maintenance, repairs and basic DIY
- Identify and report larger repair or maintenance needs
- Manage contractors on site and monitor work quality
- Ensure heating, lighting, water and alarm systems operate effectively
- Order supplies and submit claims as required to maintain appropriate stock levels (for example, hand towels and sanitiser)
- Carry out other duties appertaining to the use of the premises as may be necessary from time to time in accordance with the reasonable requirements of the Head Teacher.

Health, Safety and Compliance

- Ensure the site complies with health and safety legislation
- Carry out regular health and safety checks and risk assessments
- Maintain records including fire safety, water hygiene and asbestos
- Support emergency procedures and drills

Security and Safeguarding

- Open the school site daily during term time
- Ensure the security of buildings, equipment and grounds
- Support safeguarding procedures by maintaining a safe environment

Cleaning and Site Presentation

- Oversee cleaning standards and liaise with cleaning staff or contractors
- Ensure the site is clean, tidy and fit for purpose
- Undertake portering and cleaning duties, including moving furniture, managing deliveries and supporting efficient use of resources.
- Prepare spaces for events, meetings and lettings where necessary

Grounds and Outdoor Areas

- Maintain playgrounds, paths and outdoor learning areas
- Ensure winter safety including gritting and snow clearance
- Support seasonal tasks such as leaf clearance and basic gardening

Communication and Support

- Work closely with the Principal, staff and Trust colleagues
- Respond promptly to site issues and requests
- Support school events outside normal hours in agreement with Principal

Person Specification

Essential

- Experience of site management, caretaking or facilities work
- Good practical skills and ability to carry out minor repairs
- Knowledge of health and safety procedures

- Ability to work independently and manage time effectively
- Good communication and teamwork skills
- Commitment to safeguarding and promoting the welfare of children

Desirable

- Experience working in a school or similar setting
- Relevant health and safety or facilities qualifications
- Knowledge of school compliance requirements

Safeguarding

This post is subject to an enhanced DBS check. The postholder must adhere to all school safeguarding policies and procedures.

Working Hours and Leave

- Working hours are **7.00am to 1.00pm, Monday to Friday**
- The role is **full time**, with flexibility required to support school events, emergencies or essential works
- **Overtime may be required** on occasion and will be agreed in advance
- The post includes **25 days paid annual leave**, to be taken **during school holiday periods only**, in line with school operational requirements

Notwithstanding the duties set out in this job description, the post holder will, in accordance with the School's/Council's Flexibility Policy, be required to undertake other duties as reasonably directed by the Headteacher and/or Governing Committee. Such duties will be commensurate with the level and main responsibilities of the post.