

<b>Grade:</b>	Grade G, SCP 18-23
<b>Accountable to:</b>	Headteacher and Operations Manager
<b>Place of Work:</b>	Springdale First School
<b>Hours:</b>	37 hours per week

### **Role Remit:**

*At Hamwic Education Trust (HET), our Site Manager, under the direction of the Headteacher and Operations Manager is responsible for;*

- The management, compliance, safety, cleanliness, maintenance and security of the school site, furnishings and grounds to the expected standards of the School and HET
- Plan, organise, execute and inspect all relevant works relating to maintaining the school site

### **Main Responsibilities:**

#### **1. Security and Emergency response**

- Act as the principal key holder, responsible for site access, security systems, and emergency callouts.
- Operate and monitor alarm systems, CCTV, fire doors, and intruder alarms.
- Conduct daily checks for break-ins, vandalism, and damage; coordinate emergency repairs to ensure the site is safe.
- Liaise with emergency services as the first point of contact when required.
- Oversee termly fire drills, ensuring fire doors operate correctly, and annual lockdown drills, ensuring evidential documentation is uploaded to the intranet.
- Respond promptly to emergencies such as floods, fires, and illegal entries.

#### **2. Cleaning and hygiene**

- Ensure the school is cleaned and maintained to a high standard, including overseeing deep cleaning during closure periods.
- Ensure cleanliness and safety of all outside areas, including clearing drains, removing litter and ground maintenance.
- Manage and maintain cleaning equipment and machinery, reporting faults as necessary.
- Replenish consumables (soap, toilet rolls, hand towels etc) and ensure hygiene standards are upheld and stock levels monitored.
- Order and manage caretaking and cleaning supplies within budget limits, and store securely.
- Respond to spills and bodily fluids, ensuring area is cleaned and disinfected in line with procedures.

#### **3. Maintenance and repairs**

- Oversee and ensure routine maintenance is carried out of major utilities including heating, lighting, drainage, water services, and plumbing, ensuring all equipment and appliances function correctly and are turned off at appropriate times, ensuring timely minor repairs (e.g. changing light bulbs) are carried out.

- Oversee work carried out by grounds maintenance contractors.
- Carry out maintenance tasks across the site, including fixtures, fittings, furniture, and external surfaces, responding to all issues raised via the helpdesk.
- Produce and undertake annual maintenance and redecoration plans, with estimated costs, in liaison with School Leader, ensuring agreed standards are met.
- Receive, store, and distribute deliveries, goods, and equipment.
- Prepare areas for school functions and activities, including furniture setup and general portage as required.

#### **4. Health and Safety Compliance**

- Ensure full compliance with Health and Safety legislation, Safe Working Procedures, Equal Opportunities, and Data Protection regulations.
- Write risk assessments and support Health and Safety audits and inspections.
- Implement and monitor health and safety action plans with key staff.
- Act as key contact and ensure external contractors are vetted (DBS, qualifications) and are familiar with school/HET procedures including health and safety requirements and that all works are completed satisfactorily and to the approved standards. Upload relevant documents to the intranet
- Ensure statutory checks (weekly, monthly, termly, annual) are completed on time to approved standard and upload evidential documents to the intranet, ensuring any issues are promptly addressed - checks to include but not limited to: air conditioning, asbestos, auto doors, boilers/gas, CCTV, electrical, fire alarms and equipment, glazing, intruder alarms, kitchen equipment, legionella, lifts, lightning conductors, roller shutters, playground/PE equipment.
- Attend relevant training (e.g. working at height, asbestos awareness, legionella) and wear personal protective equipment (PPE) as required.
- Ensure the safety of the site during periods of bad weather, including clearing fallen leaves, snow and ice, applying rock salt when required.

#### **5. Staff Supervision**

- Manage and supervise site assistants and cleaning staff, ensuring job descriptions are clear and rotas (including holiday periods) are organised and communicated.
- Provide induction, training and carry out professional development reviews.
- Liaise with contractors to ensure maintenance and statutory checks are completed to approved standards.
- Act as key contact for all contractors and operatives on site.

#### **6. General Duties and responsibilities**

- Support school leadership in identifying and resolving site-related issues.
- Maintain regular contact with the School Leader and relevant school manager to report on routine site management issues, making recommendations and arrangements for repairs to be carried out as required.
- Working closely with the Health and Safety governor
- Attend Site Manager conferences
- Attend any extra days to fit in with the needs of the school (e.g. summer and Christmas fairs) as required.
- Identify areas of personal practice and experience to develop.
- Receive and direct visitors professionally.
- Respect and maintain confidentiality of all school-related information.
- Undertake additional duties as required, in line with the level and nature of the post.
- Demonstrate a commitment to child safeguarding and the welfare of pupils, aligned with the school's procedures and the five outcomes of Every Child Matters.

## 7. Work Environment

- This role involves regular physical activity, including site patrols, manual handling, ladder use, and operation of equipment in workshop environments.
- Duties also include moving deliveries, furniture, and equipment.
- Outdoor work is required in all weather conditions to ensure safe access to school buildings, particularly during snow, ice, or heavy rain, applying preventive measures (e.g., rock salt) as required.

### Safeguarding

The post is subject to an enhanced DBS check and satisfactory references. The post holder is expected to demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people, and to follow HET and the schools' safeguarding and child protection policies. They must ensure a safe working environment for pupils and staff alike and comply with HET health and safety policies.

### Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

**Manager Signature:** .....

**Employee Signature:** .....

**Date:** .....

# Site Manager

## Person Specification

Specification Area	Description	Essential (E) / Desirable (D)
<b>Skills, Knowledge &amp; Aptitude</b>	A broad understanding of the main Health & Safety Regulations	<b>E</b>
	An understanding of COSHH and risk assessments, and how they apply in a school environment	<b>E</b>
	Ability to carry out repair and maintenance work – e.g. DIY, painting and decorating skills	<b>E</b>
	Ability to undertake a range of caretaking and cleaning duties	<b>E</b>
	Ability to identify work priorities, plan and manage own workload, whilst ensuring that lower priority work is kept up to date	<b>E</b>
	Proficient in Microsoft Excel and Word to a good standard	<b>D</b>
	Strong communication skills both verbal and written	<b>E</b>
	Ability to build and maintain strong relationships with colleagues and stakeholders in a friendly and approachable manner.	<b>E</b>
	Ability to lead, motivate and develop a team	<b>E</b>
	Ability to work proactively and flexibly, adapting to multiple and changing priorities	<b>E</b>
	Professional approach to work with the ability to act with diplomacy and discretion in sensitive situations, using own judgement	<b>E</b>
	An eye for detail and a thorough approach to work	<b>E</b>
	Eager to learn and complete professional development	<b>E</b>
	Good time management and organisational skills	<b>E</b>
<b>Qualifications &amp; Training</b>	GCSE's 9-4 / A*-C including maths and English	<b>E</b>
	COSHH certificate, or willingness to work towards this	<b>E</b>
	CIEH Level 2, or willingness to work towards this	<b>E</b>
	First Aid at Work qualification (3 days), or be willing to undertake training	<b>E</b>
<b>Experience</b>	Experience of contract management and supervision in a similar role	<b>E</b>
	Experience of managing staff	<b>E</b>
	Experience of carrying out building maintenance work within the reasonable capacity of a normal handyperson	<b>E</b>
	Experience of Safe working procedures and risk assessments	<b>E</b>
	Experience in undertaking varied administrative tasks, including record keeping	<b>E</b>

<b>Personal Attributes</b>	Positive, optimistic, and professional	<b>E</b>
	Sense of accountability and drive for improvement	<b>E</b>
	Emotional resilience and the ability to remain calm and focused under pressure	<b>E</b>
	Able to work in a professional manner as part of a team	<b>E</b>