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| <b>Job Title:</b>      | <b>Site Manager</b>  |
| <b>School:</b>         | <b>Longdendale High School</b>   |
| <b>Responsible to</b>  | <b>Head of School/Operations Manager</b>                                     |
| <b>Responsible for</b> | <b>Assistant Site Manager, Cleaning Team</b>                                 |
| <b>Grade/Scale</b>     | <b>F – SCP 17-22</b>   |
| <b>Hours:</b>          | <b>Full time, 36 hours per week split shift/flexibility may be required)</b> |

## **PURPOSE OF POST:**

The Site Manager is responsible for the operational management of the school site, ensuring a safe, secure, clean, and well-maintained environment that supports learning and school life. The role includes leadership and line management of the Assistant Site Manager and cleaning team, alongside responsibility for health and safety, security, compliance, facilities management, and contractor oversight.

The postholder will ensure the site operates efficiently, meets statutory and regulatory requirements, and provides a high-quality environment for students, staff, and visitors.

## **KEY RESPONSIBILITIES:**

Line management of the Assistant Site Manager and Cleaning team, to include:

- Induction and probation
- Performance review
- Attendance management
- Training and professional development
- Promote high standards of conduct, teamwork, and service delivery.

## **SITE AND FACILITIES MANAGEMENT**

- To lead and manage the arrangements for the development, maintenance and cleaning of the school's buildings, equipment and grounds. To make recommendations to the Head of School and Operations Manager to ensure that the site is maintained for maximum effectiveness and that Health and Safety Regulations are observed.
- To lead and manage the school facilities including premises, buildings and projects to ensure effective use of school resources
- Implement planned preventative maintenance schedules.
- To manage the tendering and procurement process for school repairs, maintenance and inspection testing and ensure established contracts are monitored and adhered to.
- Commission building and maintenance work with external contractors obtaining 'best value for money' through price comparison.
- Monitor condition of buildings and report risks or required works.
- To advise on matters relating to energy control and conservation to ensure optimum sustainability within an eco-friendly environment
- Manage the school delivery and portorage system for resources.
- Ensure that all equipment is kept in good working order and that repair and maintenance is carried out as necessary.
- Competent in the use of ICT and other appropriate equipment to enable tasks using Access ordering system, Smart Log and IT Help Desk

## **HEALTH, SAFETY AND COMPLIANCE**

- Liaise with Head of School and Operations Manager for site-based Health and Safety
- Knowledge of COSHH and Health and Safety procedures
- Ensure compliance with all relevant legislation and statutory requirements including
  - Fire Safety
  - Legionella
  - Asbestos
  - COSHH
  - Electrical and Gas Safety
  - Risk Assessments
- Maintain records and logs in compliance with statutory reports eg asbestos management
- Ensure safe systems of work are implemented and followed
- Ensure knowledge of emergency procedures for fire and lockdown and roles within these plans.
- To assist in risk management and Health & Safety on school premises. Promote and encourage safe working practices for students, staff and visitors. Provide Health & Safety advice to all members of the school staff as required.

## SECURITY AND SAFEGUARDING

- To be an identified key holder for the school's buildings and grounds
- Manage site security systems, access control, alarms, CCTV and locking up procedures.
- Manage the provision for effective response to emergency call outs and liaise with the emergency services as required.
- Ensure safeguarding practices are embedded in site operations.
- Manage opening/closing of the site and emergency call outs.
- Ensure contractors and visitor compliance with safeguarding and site protocols.
- Provide emergency response and out of hours support when required.

## CLEANING OPERATIONS IN SCHOOL

- Oversee cleaning standards across school
- Ensure effective deployment of cleaning staff
- Monitor quality control, standards and performance
- Ensure safe storage and use of cleaning materials and equipment
- Ensure all cleaners follow school safeguarding protocols.
- Ensure all cleaners follow securing of classrooms. Offices etc
- Monitor stock and equipment

## SUPPORT FOR SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities and individual requirements
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

## KEY REQUIREMENTS

- NVQ level 4 or equivalent qualification or experience.
- Good literacy and numeracy skills.
- Constantly approve own practice/knowledge through self-evaluation and learning from others.
- Ability to relate well to children and adults.
- Work constructively and effectively as part of a team.
- Clean driving licence.

Colleagues will be expected to undertake with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

Colleagues are expected to be courteous to others and provide a welcoming environment to all who visit and contact the school.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to participate in the school's appraisal programme and to participate in appropriate staff training and development activities.

**Health and Safety:**

The person appointed must at all times work within the requirement of the Health and Safety at Work act 1974, current Health and safety legislation and the School's and LEA's policies and procedures.