



Stars Trust

## **JOB DESCRIPTION**

Job Title:	Site Manager
Job Reference:	SCH252
School:	Stanley Green Infant Academy
Salary Grade:	G Grade SCP19-23
Responsible to:	Headteacher
Responsible for:	N/A

### **Main Job Purpose**

- 1) Ensure that the school's buildings, furnishings and site are safe, secure, and maintained to Legal and Health and Safety standards and to the expected standards of the Governing Body.
- 2) Support the Headteacher with the management of the school site and its buildings: their maintenance, development and efficient use.
- 3) Plan, organise, execute and inspect all relevant works relating to the general school site.
- 4) Contribute to the strategic planning and development of the school site, in conjunction with the Headteacher and Senior Leadership Team, and be proactive in identifying the most appropriate and effective solution to the developing facility needs of the school.

### **Main Responsibilities and Duties**

- 1) Manage and/or provide caretaking, building repair and maintenance, and cleaning services as required.
- 2) Undertake preventative maintenance activities.
- 3) Monitor cleaning standards and liaise with the Cleaner in Charge or cleaning contractor over day-to-day requirements, reporting any problems or issues where appropriate.

- 4) Engage and monitor skilled contractors as and when appropriate.
- 5) Liaise with a designated officer as appropriate to carry out procedures for emergencies, including repairs.
- 6) Set up a rolling programme of internal decoration and carry out any agreed improvements while ensuring compliance with Health and Safety standards.
- 7) Liaise with contractors whilst on-site, ensuring that work is completed in line with specifications and to the required standard. Take any appropriate action to resolve problems.
- 8) Report to the Headteacher and Governing Body on alterations and repairs to buildings.
- 9) Produce and be responsible for carrying out the annual maintenance plan and longer-term maintenance requirements in order to achieve cost-effective and timely maintenance of the school premises, meeting agreed standards.
- 10) Supervise, allocate work to and carry out induction training of cleaning staff, organise the school holiday periodic cleans, and monitor cleaning standards throughout the school buildings.
- 11) Act as a principle key holder and undertake the day-to-day operational responsibility for all security activity within the site. When available, be the first contact for the emergency services.
- 12) Manage various out-of-hours work on evenings and weekends, when related to school activities.
- 13) Routinely monitor the operation of the fire alarm, fire doors, lighting, heating, plumbing and security systems.
- 14) Detect and report any building defects, advising school management on any Health and Safety issues. Undertake any minor repairs and general maintenance.
- 15) Arrange and/or carry out the movement of furniture and equipment within the site. Assist with general portage duties, including the distribution of items delivered to the school site.
- 16) Ensure the school grounds remain tidy and the equipment kept in good order. This may include cleaning external drains and gullies.
- 17) Order/purchase equipment and supplies within the budget agreed with school management, ensuring value for money is obtained.
- 18) Ensure all allocated equipment and materials are stored safely in order to prevent accidents/misuse. Issue soap, toilet rolls, paper towels and such other items as required by the school.
- 19) Monitor Health and Safety issues around the site and work in accordance with safe practice and Health and Safety legislation.

- 20) Respect any and all confidential information.
- 21) When necessary, attend meetings with governors to present information relating to the premises.
- 22) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 23) Comply with all decisions, policies and standing orders of the school, Trust, local authority and Department for Education (DfE); comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 24) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's, local authority and DfE agreed policies, procedures and guidance.

### **Supervision and Management of People**

- 1) The post holder is required to ensure that contractors on-site are familiar with Health and Safety requirements, related school procedures and hold appropriate insurance documentation

### **Knowledge and Skills**

- 1) The post holder must hold qualifications as defined in the Person Specification
- 2) The post holder must hold some qualifications in Health and Safety and be able to undertake necessary risk assessments, and to communicate these to all school staff.
- 3) Experience and good knowledge of buildings and associated trades is essential.
- 4) The post holder must possess approved certificates in the use of specialist machinery.
- 5) Experience of management of staff and contractors.
- 6) Relevant Manual Handling training, Control Of Substances Hazardous to Health (COSHH) certificates and, if required, a Portable Appliance Testing (PAT) qualification. Training can be provided.

### **Creativity and Innovation**

- 1) Identify and respond to any problems arising from faults in or breakdown of machinery, equipment or facilities.
- 2) Respond to incidents occurring both inside and outside of school hours.

- 3) Implement or make appropriate arrangements for repairs to be carried out, as authorised by the school and in line with agreed policies and procedures.

### **Contacts and Relationships**

- 1) Regular contact with the Headteacher and relevant school manager to report on site management and budgetary issues. Provide reports to the Governing Body, which may include attending meetings, and work closely with the governor responsible for site management.
- 2) Contact with other staff members, pupils and parents when reporting on issues related to site management.
- 3) Contact with contractors to obtain quotes for work schedules. Manage contractors while on-site to ensure that Health and Safety procedures are adhered to and contractors are made aware of relevant school procedures.
- 4) Contact with local authority staff and other external bodies as to site maintenance and inspections from outside agencies.

### **Decisions**

- 1) The post holder will be responsible for routine queries and deployment of staff to affect the smooth operation of the school site. The post holder will also be responsible for dealing with routine issues that may arise from contractors.
- 2) The post holder has some discretion in ensuring the most appropriate maintenance of the school site.
- 3) The post holder has shared responsibility for ensuring the safety of the school site for all users and its adherence to Health and Safety procedures.

### **Resources**

- 1) The post holder will be responsible for ensuring that any breakdowns of equipment are reported and will make arrangements for their repair. The post holder may also be responsible for maintaining appropriate stock levels.
- 2) The post holder will be the principle key holder for call-out in case of emergencies.
- 3) Training and personal and protective equipment will be provided.

### **Work Environment**

- 1) The post requires frequent physical effort, including walking around the site, lifting and carrying, occasional climbing of ladders within the school and handling equipment in workshop environments. Handling and moving deliveries and portage of furniture and equipment may be required.

- 2) The post will occasionally require some outdoor work in adverse weather conditions, including ensuring safe access to school buildings when snow, heavy rain or ice problems occur.

## LIST OF LOCAL DUTIES

### Ethos and values

All members of staff employed by Stars Trust (Stanley Green Infant Academy and Starfish Nursery) will support and promote:

- A love for learning, love for life!
- The vision, values and ethos of the academy and encourage in pupils and colleagues: Kindness; Curiosity; Independence; Teamwork.
- Team spirit.
- Children First
- Positive wellbeing for all
- High expectations of all staff, pupils and parents to work collaboratively to achieve the best possible outcomes for all within Stars Trust community.
- Establishing effective and positive working relationships setting a good example to others through personal and professional conduct
- A personal commitment to achieving consistently high standards in all aspects of the role.
- The school's IT/e-safety policy; with particular regard to appropriate social networking, other forms of e-communication and cyber security.
- Contribution to the life and success of the school through effective participation in meetings and supporting the self-evaluation cycle for school improvement.
- Have proper and professional regard for the ethos, policies and practices of the academy.
- Take on any additional responsibilities which might from time to time be determined by the Headteacher.

This job description may be amended at any time following discussion between the Headteacher and member of staff.

## **PERSON SPECIFICATION**

<b>Job Title:</b>	<b>Site Manager</b>
<b>Job Reference:</b>	<b>SCH252</b>
<b>School:</b>	<b>Stanley Green Infant Academy</b>

<b>ATTRIBUTES</b>	<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Supervisory experience</li> </ul>	Application form Interview References
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>Minimum of 4 GCSE's with a minimum grade 4/C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> <li>Hold an NVQ qualification (or equivalent) in Site Management/Carpentry/Painting and Decorating or similar</li> </ul>	Application form Certificates Interview
<b>Aptitudes &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Skilled in routine maintenance activities</li> <li>Ability to handle confidential information with discretion</li> <li>Confident in the use of IT</li> <li>Good communication skills – oral and written</li> <li>Excellent planning and time management abilities</li> <li>Ability to manage the school's maintenance schedule</li> <li>Ability to manage a designated budget</li> </ul>	Application form Interview References
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Working knowledge of health and safety requirements</li> <li>Knowledge of school's behaviour and management policy and procedures</li> <li>Knowledge of school's fire and emergency procedures</li> <li>Knowledge of best practice and procedures for safeguarding children</li> </ul>	Application form Interview References
<b>Attitude / Motivation</b>	<ul style="list-style-type: none"> <li>Self-motivated</li> <li>Organised and able to use own initiative</li> <li>Enthusiastic</li> <li>Team Player</li> <li>Committed to the development and maintenance of good relationships with staff, parents, governors and the community</li> </ul>	Application form Interview References

	<ul style="list-style-type: none"> <li>• Promotion of wellbeing</li> <li>• A flexible and adaptable approach</li> <li>• Committed to the CPD of self and others within the school</li> </ul>	
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities</li> <li>• Enhanced DBS check</li> </ul>	Application form Interview References DBS process

Prepared by: Human Resources

Date: June 2025