



JOB DESCRIPTION

SITE MANAGER

The post-holder is responsible to the School Business Manager

Teach the children with all kindness and gentleness possible.'

Marie Madeleine D'Houet (1781 – 1858)

'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'

FCJ Education: Our Vision and Values (2013)

Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet and the FCJ Education: Curriculum Leadership booklet.

Responsible to

School Business Manager

Main purpose of role

The Site Manager is responsible for all aspects of site management, including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes, for example, security, cleanliness, health and safety, monitoring of contracts and contractors, routine maintenance and refurbishment, assistance with leading on capital projects, improving the productivity of site management and carrying out pre-planned maintenance programmes. The postholder will have responsibility for effectively prioritizing maintenance tasks in line with budget.

Duties and responsibilities

General duties

- Carry out portage duties, such as moving deliveries, furniture and equipment around the school as required
- Maintain the general school premises, furniture and fittings, and report any issues to the School Business Manager
- Arrange larger repairs and obtain quotes from contractors
- Advise on site development projects and make recommendations on site use
- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken.
- To be responsible for the Health and Safety of the Site (in conjunction with the School Business Manager).
- To undertake repairs, painting and DIY projects.
- To maintain an effective site team, ensuring that the changing needs of the school are met through training and development of the site staff.
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health and Safety regulations are strictly adhered to.
- To work with the external cleaning contractor to ensure that the site is kept clean, tidy and well maintained.
- Undertake any other duties in support of the school as reasonably directed by the Headteacher/Business Manager, including day-to-day repairs and maintenance.
- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's FCJ ethos and values

Site Management

- To monitor the day-to-day maintenance, repair and cleaning of the school, including co-ordination and recording of daily site inspections

- In conjunction with the School Business Manager, monitor the day-to-day maintenance and repair and cleaning budget
- To prepare any documents and reports as requested by the School Business Manager to be presented to Governors
- To advise on a rolling programme of redecoration, refurbishment, etc.
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is achieved.
- To assist in the preparation of information for tenders or specifications for small to medium projects
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.
- To be responsible for ensuring the safe and efficient operation of all mechanical, electrical, heating and water services on the premises, including lifts, and to ensure safe levels of lighting, heating and ventilation are maintained.
- Ensure the storage, safekeeping and return of any keys for accessing rooms across the school site.
- Organisation, movement and setting out of furniture into specific rooms/areas to meet the demands of the day-to-day operation of the Academy
- Support with the organisation of major school events, such as Open Evenings, Parents Evenings, etc.
- Undertake additional portering duties as requested within Health and Safety guidance, ie Manual Handling Regulations.
- To keep accurate records of regular checks and inspections of the premises, equipment and grounds.
- To develop and monitor the use of an online request system, such as Every Compliance, for site maintenance requests, ensuring that day-to-day requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.
- To ensure that the site team works efficiently and effectively, so that the site is maintained to a high standard.

Line management

- Manage the assistant caretaker, and any additional team members, on a daily basis
- Ensure school terms and holidays are sufficiently covered with staffing
- Delegate tasks appropriately to staff and ensure the smooth running of the team
- Carry out performance management duties and make sure all staff in team have relevant, required training

Security

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Check, at least monthly, all security devices, fire appliances, CCTV systems and alarms

- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned in a timely manner
- Advise the Headteacher and School Business Manager on all matters relating to school security and safety
- Liaising with security/police and other emergency services in respect of the security of the site as necessary
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results are recorded.
- To liaise with the lettings company and be aware of all out of hours activities at the school, ensuring that arrangements are in place for the appropriate opening/closing of the site.
- To act as the main keyholder for the school for any call-outs.

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- To ensure that all working practices for the site team comply with current legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the School Business Manager
- To have knowledge of the location of all water and gas stopcocks and mains electricity power breakers, etc.
- Provide safe access to the school in cold weather conditions, including snow, ice or flooding and manage the initial response to emergencies in these situations.
- Make sure all members of the team follow health and safety procedures
- To work with the H&S provider, Compliance Education, to maintain the Fire Evacuation Policy and Procedures, and regularly check and update these, in consultation with the Business Manager.
- To work with the H&S provider, Compliance, in terms of annual H&S audits, risk assessments, maintaining the H&S documents and policies and organising staff training as required, supported by the school's H&S Advisers. To ensure that changes to H&S legislation are implemented and communicated to all management and staff.

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms with the external cleaning contractor, including staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility for ensuring good stock levels across site

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school's working environment
- Contribute to the overall ethos, work and aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively, in conjunction with the external contractor.
- Supervise a caretaking team that delivers and meets the needs of the school
- Ensure contractors and external visitors comply with security and health and safety while on school premises
- Monitor the work of contractors, ensuring safe working practice and quality of work

Other areas of responsibility

- Act as a First Aider for the school
- Ensuring that the statutory Health and Safety policies remain up to date with current legislation, alongside appropriate Standard Operating Procedures (SOPs)/Normal Operating Procedures (NOPs) and Emergency Operating Procedures (EOPs)
- To develop and maintain a current Procedures Manual for all aspects of the site.

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