

**JOB DESCRIPTION**



Job Title: **Site Manager**

Responsible to: Headteacher  
School Business Manager (SBM)

**Main Responsibilities:**

- Responsible for maintenance and security of school premises

**Duties:**

- Liaise with Headteacher / School Business Manager regarding prioritising jobs and responsibilities
- Morning opening of school as required
- Ensure that the school site is safe and accessible; highlight and report safety concerns
- Carry out and record monthly checks of fire equipment
- Lock up in the evening and ensure school site, windows and doors are secure as required
- General repair work
- Maintain and monitor stock levels of cleaning materials
- Diagnosis of faults – repair or liaise with SBM about calling in contractors
- Keep grounds clean, tidy and safe, free of litter and weeds, cutting back growth where necessary
- Put up shelves, notice boards etc
- Some cleaning duties, as required
- Make arrangements for maintenance of equipment and tools, liaising with SBM
- Internal and external window cleaning
- Empty bins daily; put out rubbish for collection
- Lift, carry and distribute deliveries, eg: new stock
- Furniture moving and removal
- Repair furniture, fixtures and fitting as required
- Painting and decorating external and internal as required
- Drain and gutter cleaning
- Clean fittings and diffusers, etc of lighting equipment and re-lamp as necessary
- Carry out routine water and asbestos checks
- Salt/grit paths and playgrounds
- Health and safety checks, risk assess and prepare risk assessment documentation
- Maintain boilers and keep boiler room clean and tidy
- Prepare hall and meeting rooms
- Attend Premises Meetings with governors, county personnel and contractors, as required
- Attend relevant training, as required
- Provide means of access to building for specialist contractors and attend as necessary
- Open and close school for community lettings as required
- Liaise in a professional manner with all members of the school community
- Manage cleaning contract with SBM and attend cleaning meetings
- Source quotes for labour and materials
- Assist LEAF (PTA) with events as required
- Cover Premises Officer duties when required

- Purchase premises related equipment and supplies within agreed budget
- Supervise other premises staff
- Act as a designated key holder, providing emergency access to the site

And any other reasonable task, as directed by the Headteacher or School Business Manager.

*This role will be subject to an enhanced DBS check*