

Site Manager Job Description

Job Title	Site Manager
Whole school area of accountability:	Responsibility for safety, maintenance, and efficient running of the provision's buildings and grounds
Setting:	Crisp Vocational Provision
Contract:	Permanent
Hours:	5 days per week, 40 weeks per year. 8:30-4:30 (including unpaid break of 30 minutes)
Salary:	£28,000-£33,000

Main purpose of the job:

To ensure the provision environment is safe, secure, well maintained, and fully operational at all times. The Site Manager is responsible for the day-to-day management of the provision's buildings, grounds, and facilities, ensuring compliance with health and safety regulations, safeguarding requirements, and statutory standards. The role ensures that the provision provides a clean, welcoming, and effective learning environment by coordinating maintenance, managing contractors, responding to site issues, and supporting the smooth running of provision activities.

Key Responsibilities:

- Ensure the site is safe, secure, and compliant with health and safety legislation, safeguarding requirements, and school policies.
- Assist Business Manager with health and safety, conducting regular risk assessments, COSHH management, and implement control measures.
- Maintain and test all emergency systems (fire alarms, emergency lighting, intruder alarms), carry out and log weekly/monthly checks, and lead fire drills.
- Ensure safe systems of work for staff and contractors, issue permits to work (e.g. working at height).
- Report hazards, near misses and incidents.
- Oversee the day-to-day running of buildings and grounds to provide a clean, welcoming and effective learning environment.
- Manage building access, site opening/locking, room setups, signage and site presentation.
- Develop and deliver a planned preventative maintenance schedule for buildings and equipment.
- Respond promptly to reactive maintenance requests and site issues, prioritising safety and minimal disruption to learning.
- Carry out repairs and maintenance in-house where safe and competent to do so.
- Maintain accurate asset registers and ensure equipment is serviced on schedule.
- Ensure all statutory inspections, certifications, and records are up to date (e.g., asbestos management, water hygiene/legionella, gas safety, electrical testing, PAT, playground inspections).
- Oversee utilities contracts, meter readings, and fault resolution in conjunction with the Business Manager.
- Contribute to business continuity planning (e.g., loss of utilities, adverse weather) to minimise disruption to learning.
- Maintain accurate logs, permits, testing records, risk assessments, and site manuals.
- To be responsible for the identifying of own training needs, and to complete statutory and mandatory training as required.

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Personal Attributes and Professional Competencies:

- To understand and comply with the setting's Child Protection Policy/Guidelines.
- To be able to carry out the duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy.
- To understand and comply with the setting's Health and Safety Policy in the performance of their duties and responsibilities and share with appropriate staff within setting.
- To understand and comply with all other relevant setting policies and Employee Code of Conduct.
- To maintain confidentiality and observe GDPR and associated guidelines where appropriate.
- To be able to promote professional co-operation and effective team working within the setting and offer help, support & advice where appropriate.
- To be able to contribute to the implementation of the overall aims/ethos work of the provision.
- To be able to act with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the provision.
- To be able to select and successfully apply different methods for communicating effectively with colleagues and stakeholders.
- To be able to carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.
- To be proactive in developing professional relationships and communications with parents and other professionals/agencies.