

Site Services Manager - Job Description

Grade: Grade 5

Job Code: L3301D

Reporting to: Head Teacher and School Business & Operations Manager

Role Purpose

The Site Services Manager is responsible for the effective management, supervision, and coordination of all site services across the school. This includes premises maintenance, health and safety compliance, grounds, cleaning standards, minibus administration, and the day-to-day management of the Site Services Team to ensure a safe, secure, and well-maintained environment for staff, students, and visitors.

Key Responsibilities

1. Management of the Site Services Team

- Line manage the Junior Site Services Assistant and Grounds Person.
- Assist with the recruitment and appointment of site services support staff.
- Provide leadership, guidance, and support to the team, including cover during periods of absence.
- Monitor team performance and conduct annual performance reviews.
- Attend meetings as and when required by SLT to plan and review site operations.

2. Site Operations, Maintenance, and Security

- Ensure the school site is opened, closed, and secured daily.
- Coordinate and monitor the site repairs and maintenance programme, ensuring work is completed to a high standard.
- Manage the site services minor repairs budget.
- Ensure a prompt and effective response to emergencies.
- Liaise with the City Services Premises Office and coordinate contractor activity on site, ensuring compliance with health and safety procedures.
- Review and update premises and grounds maintenance plans annually.
- Monitor grounds and playing fields to ensure they are safe, tidy, and litter-free.
- Liaise with cleaning staff and monitor cleaning standards to ensure the school remains clean at all times.



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3. Health & Safety Compliance

- Actively promote and ensure compliance with all health and safety regulations.
- Respond to health and safety concerns raised by staff, students, or visitors.
- Monitor all site-related activities, including maintenance, lettings, and site preparation, to ensure compliance with relevant legislation and policies.
- Attend Health & Safety Group meetings once every half term.
- Conduct site-wide health and safety inspections three times per year and compile reports for the Health & Safety Group.
- Plan, monitor, and review actions arising from site inspections and report progress.
- Monitor, review, and update the school's LAMP (Asbestos) policy.
- Ensure compliance with current fire safety regulations.

4. Minibus Administration

- Ensure school minibuses are available as scheduled and maintained in a clean and roadworthy condition.
- Ensure all drivers have appropriate training and that driver records, including driving offences, are kept up to date.
- Arrange vehicle servicing in line with City Services schedules.
- Ensure accurate mileage records are maintained and logged on the computer system for invoicing purposes.

5. Repair, Maintenance, and Grounds Duties

- Undertake minor repair and maintenance work, including carpentry, plumbing, electrical, glazing, and general repairs.
- Carry out limited grounds maintenance not covered by council contracts, including litter clearance and preparation of portable sports equipment.
- Maintain adequate stock levels of essential maintenance supplies.
- Ensure paths, walkways, and external areas are kept safe, including snow and ice clearance during winter conditions.

6. Cleaning and Facilities Support

- Clean school signage, windows, and designated areas as required.
- Monitor and check cleaning work carried out by cleaning staff, completing necessary documentation and reporting any issues.
- Ensure lunch facilities are clean and ready for use following lunchtime service.



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7. General and Miscellaneous Duties

- Assist during emergencies and respond to general site-related enquiries.
- Undertake all training required by the Council.
- Carry out duties during school holidays as directed by the Head Teacher.
- Perform any other duties appropriate to the role and salary grade.

Additional Requirements

- All duties must be carried out in accordance with the City Council's Health and Safety and Equal Opportunities policies.
- Confidentiality must be maintained at all times, and all personal data processed in line with data protection guidelines.
- Appointment is subject to satisfactory Disclosure and Barring Service (DBS) clearance, references, and relevant medical clearance.
- This post is exempt under the Rehabilitation of Offenders Act 1974.

