

Site Services Manager Personnel Specification

Post ref. L3301D

Grade 5

All year round – 37 hours per week – Monday – Friday

Split shift – 7:00am – 10:30am & 2:15pm – 6:15pm

Knowledge

- Sound knowledge of site services within a school or similar environment, including caretaking, cleaning, security, and maintenance functions
- Good understanding of Health and Safety legislation, procedures, and best practice, including risk assessments, COSHH, and emergency procedures
- Knowledge of basic building maintenance, repairs, and operation of plant and equipment
- Understanding of safeguarding, confidentiality, and security requirements in a school setting

Skills and Abilities

- Ability to communicate effectively with staff, pupils, parents, visitors, contractors, and external agencies in a professional and approachable manner
- Strong organisational skills with the ability to plan, prioritise, and manage workloads to meet deadlines
- Ability to complete written records, reports, logs, and correspondence for senior leaders, including the Headteacher
- Numeracy skills sufficient to manage stock control, deliveries, measurements, and basic budget monitoring
- Ability to use the telephone and other communication systems to deal with enquiries, complaints, and emergencies calmly and effectively
- Ability to supervise, support, and direct site services staff and contractors
- Ability to follow and enforce agreed procedures, policies, and regulations relating to lettings, heating, cleaning, ordering, and site security
- Ability to identify areas of the site requiring repair, maintenance, or improved standards and take appropriate action
- Ability to operate and oversee the safe use of cleaning and maintenance equipment
- Physical ability to undertake manual handling tasks and general site duties where required



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Experience

- Experience working in a school, industrial, commercial, or similar environment in a caretaking, facilities, maintenance, or site management role
 - Experience of supervising staff and/or contractors
 - Experience of managing site services, including cleaning, security, maintenance, and lettings
 - Experience of working within Health and Safety frameworks and following statutory requirements
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Personal Qualities

- Reliable, flexible, and able to respond to out-of-hours requirements, including alarm callouts and lettings
 - Able to work independently and use initiative, while also following direction from senior leaders
 - Committed to maintaining high standards of cleanliness, safety, and security across the site
 - Able to work effectively in a multicultural environment and build positive working relationships
 - Discreet and trustworthy, with a clear understanding of the importance of confidentiality
 - Willing to become involved in the wider life of the school
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Special Requirements

- Willingness to work flexible hours, which may include, lettings, and emergency callouts
 - Willingness to live in school accommodation
 - This post is exempt from the Rehabilitation of Offenders Act 1974
 - A satisfactory Enhanced Disclosure and Barring Service (DBS) check is required prior to appointment
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