

JOB DESCRIPTION

Post Title:	PREMISES/SITE MANAGER		
Department:	Education	Grade:	BEX07
Responsible to:	School Business Manager		

Main purpose of the job:

- To manage the school's premises and grounds, ensuring a safe, secure, compliant and well-maintained environment that supports teaching and learning.
- To balance strategic oversight with practical operations, managing everything from maintenance and compliance to contractor relations and site growth in accordance with regulatory standards.

Duties and responsibilities

Whole School Responsibilities

- Safeguard and promote the welfare of children and young people.
- Comply with all school policies, including safeguarding, health and safety, data protection, confidentiality and equality.
- Contribute to the ethos, values and continuous improvement of the school.
- Develop effective professional relationships with staff, pupils, governors, contractors and external agencies.
- Maintain professionalism, confidentiality and high standards of conduct at all times.
- Engage in continuous professional development and training.

Supervision

- Provide day-to-day supervision and support to the Site Assistant.
- Allocate tasks and monitor completion of routine site duties.
- Liaise with the external cleaning contractor to ensure agreed standards are met.
- Report any performance or service issues to the School Business Manager.
- Oversee the Site Assistant's compliance training - including health and safety, COSHH and fire safety - ensuring all requirements are met and reporting any completion gaps to the School Business Manager.
- Assist in ensuring appropriate site cover for key periods, including school holidays lettings and events.

Site Management & Compliance

- Ensure the school meets all statutory premises compliance requirements.
- Maintain accurate compliance records, including inspections, servicing and risk assessments.
- Carry out regular site inspections and identify maintenance or compliance issues.
- Support the development and implementation of maintenance plans.
- Monitor building systems and utilities (heating, lighting, ventilation, drainage).
- Liaise with the School Business Manager regarding site improvements and priorities.

Health & Safety

- Maintain a safe working and learning environment in line with legislation.
- Carry out and record risk assessments and routine safety checks.
- Manage COSHH processes, including safe storage and handling of hazardous substances.
- Oversee fire safety systems, drills, emergency procedures, and evacuation planning.
- Monitor contractor compliance with health and safety requirements.
- Promote a strong health and safety culture across the school.

Maintenance and Repairs

- Carry out day-to-day maintenance, minor repairs and general DIY tasks.
- Identify, prioritise and respond to maintenance issues.
- Arrange and monitor external contractors for specialist works.
- Maintain premises, furniture, fixtures and fittings to a high standard.
- Keep maintenance logs, inventories and records up to date.

Security

- Act as the main key holder and ensure the security of the premises at all times.
- Open and secure the school site, including out-of-hours when required.
- Operate and monitor security systems (alarms, CCTV, access control).
- Carry out routine security checks of buildings and grounds.
- Respond to emergencies, alarm activations and call-outs.
- Report security concerns and recommend improvements to the Head Teacher or School Business Manager

Cleaning and Site Standards

- Monitor and maintain high standards of cleanliness across the school site.
- Liaise with the external cleaning contractor to ensure effective service delivery
- Undertake cleaning duties where required, including emergency cleaning.
- Manage cleaning supplies, equipment and budget.
- Coordinate deep cleaning programmes.
- Maintain tidy and organised premises related areas

Contractor Management

- Arrange and coordinate site-related contractors in line with school procedures (cleaning, maintenance, security and ground).
- Monitor contractor attendance and performance, ensuring compliance with agreed standards and statutory requirements.
- Obtain quotations and support procurement processes to ensure value for money.
- Maintain service schedules, warranties and contract documentation.
- Liaise with contractors, consultants and external agencies.

Events and Out-of-Hours Activities

- Support the planning, preparation and delivery of events held during and outside normal school hours.
- Set up the site for events, including layout, access and basic safety arrangements.
- Provide operational support for:
 - Friends of Dulverton events
 - School productions and community events
 - Use of the school as a polling station
 - External hires
- Ensure appropriate site readiness, security and supervision arrangements are in place.
- Liaise with organisers and contractors as required.
- Undertake and/or review risk assessments and ensure compliance with health and safety, safeguarding and licensing requirements.
- Attend events where required and ensure the site is clean and secure afterwards.

<p>General Operational Duties</p> <ul style="list-style-type: none"> ● Carry out portorage duties including moving furniture, equipment and deliveries. ● Supervise deliveries and manage stock, storage and supplies. ● Maintain external areas, ensuring they are safe, clean and accessible (including gritting). ● Ensure the site remains welcoming and fit for purpose. ● Manage waste disposal and recycling. ● Respond to and resolve reactive cleaning and maintenance tasks as they arise to ensure site standards are maintained.
<p>Financial and Administrative Responsibilities</p> <ul style="list-style-type: none"> ● Manage premises-related budgets in collaboration with the School Business Manager. ● Obtain quotes and ensure cost-effective purchasing. ● Maintain records, reports and documentation for leadership and governors.. ● Monitor and authorise contractor works and invoices where appropriate. ● Prepare and present premises reports for governors as required, providing updates on compliance, maintenance and site issues.
<p>Additional Responsibilities</p> <ul style="list-style-type: none"> ● Support emergency planning and response (e.g. severe weather, utilities failure). ● Undertake banking duties where required. ● Hold and maintain a valid First Aid at Work qualification and provide first aid support as required.
<p>Working Conditions</p> <ul style="list-style-type: none"> ● Office-based administration and hands-on physical work. ● Requirement to work outdoors and in varying conditions. ● Evening/weekend work and emergency call-outs as required.
<p>English Language Fluency Requirement</p> <p>This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.</p>

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification		Essential or Desirable
Qualification	<ul style="list-style-type: none"> ● GCSE (or equivalent) in English and Maths ● Health & Safety qualification (e.g. IOSH / NEBOSH) ● First Aid qualification ● Full driving licence 	E D D D
Skills & Abilities	<ul style="list-style-type: none"> ● Good practical/DIY and maintenance skills ● Ability to identify and prioritise maintenance and site issues ● Ability to work independently and use initiative ● Ability to supervise staff and coordinate contractors effectively ● Good organisational and record-keeping skills 	E E E E E

	<ul style="list-style-type: none"> ● Ability to maintain accurate compliance documentation ● Strong communication skills (verbal and written) ● Ability to prepare clear reports (e.g. for governors or leadership) ● Basic IT skills (e.g. Google) ● Ability to respond effectively to emergencies and unexpected issues 	E E E E E
Personal Attributes	<ul style="list-style-type: none"> ● Reliable, responsible, and proactive approach to work ● Flexible and willing to respond to call-outs ● Professional, approachable, and able to build positive relationships ● Calm and resilient under pressure ● Strong sense of ownership and accountability ● Commitment to safeguarding and promoting the welfare of children ● Ability to maintain confidentiality at all times ● Positive, solution-focused attitude 	E E E E E E E E
Experience	<ul style="list-style-type: none"> ● Experience of carrying out general maintenance and repairs ● Experience in premises/site management, facilities, or a similar role ● Experience of supervising staff or coordinating contractors/service providers ● Experience of working with external contractors and monitoring performance ● Experience of maintaining compliance records and supporting statutory inspections ● Experience of health & safety processes (e.g. risk assessments, COSHH) ● Experience of budget monitoring and obtaining quotes ● Experience of working in a school or public sector 	E D D D D D D D
Knowledge	<ul style="list-style-type: none"> ● Knowledge of health & safety legislation and safe working practices ● Understanding of premises maintenance and building systems ● Knowledge of statutory compliance requirements (e.g. fire safety, water hygiene, inspections) ● Understanding of safeguarding responsibilities in a school environment ● Awareness of contractor management and service standards ● Understanding of school estates or compliance frameworks 	D D D D D D

This job description may be amended at any time in consultation with the postholder