



# Site & Compliance Manager

*A Christian community where everyone has the right to be happy, be safe and achieve.*

<b>Responsible to</b>	Business Manager
<b>Grade &amp; Salary</b>	Bexley Grade 13, SCP 1-4 <b>£40,641 - £46,722</b>
<b>Hours</b>	36 hours per week, 52 weeks per year Hours of work: flexible
<b>Core Purpose</b>	<ul style="list-style-type: none"><li>• To manage and develop the school's premises, ensuring statutory compliance, health and safety and effective site management in line with DfE Good Estate Management for Schools guidance.</li><li>• The postholder will oversee maintenance, compliance systems, contractor performance, and site improvements, promoting a safe, secure, well-maintained and fully compliant learning environment.</li><li>• The role will be a combination of management/administration and hands-on maintenance and daily duties.</li><li>• To know, share and embed the School Vision.</li></ul>
<b>Key Responsibilities</b>	<p><u>Whole School Responsibilities</u></p> <ol style="list-style-type: none"><li>1. Ensure that the responsibilities of the role are carried out in a way which reflects the mission and values of St Columba's Catholic Boys' School.</li><li>2. Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations.</li><li>3. Fully committed to the safeguarding of young people.</li><li>4. Play an active role in developing and implementing a vision for your area of responsibility in line with the mission and core values of the school.</li><li>5. Be aware of and observe all policies, procedures, working practices and regulations.</li><li>6. Uphold our commitment to safeguarding and to promote the wellbeing of children.</li><li>7. Contribute to a culture of continuous improvement.</li><li>8. Comply with all reasonable management requests.</li><li>9. Maintain the confidential nature of information relating to the school, its students, parents and carers.</li><li>10. Model professional behaviour and attitudes in and outside of the school to ensure the highest standards of appearance and conduct are met.</li><li>11. Always strive to improve own knowledge and skills by partaking in whole school professional development and taking advantage of CPD opportunities on offer.</li></ol> <p><u>Leadership and Line Management</u></p> <ol style="list-style-type: none"><li>1. Line management of the site team, including performance management, day-to-day supervision and training, especially statutory training such as Safeguarding and Health &amp; Safety (COSHH, Emergency Evacuation etc.).</li><li>2. Ensure appropriate staffing levels and shift coverage during term time and holidays, including evenings/weekends as required.</li><li>3. Lead team meetings, toolbox talks and 1:1 supervision.</li><li>4. Maintain training compliance records for all site team members.</li></ol> <p><u>Estate Management and Statutory Compliance</u></p> <ol style="list-style-type: none"><li>1. Ensure the Good Estate Managements for Schools (GEMS) framework is adhered to and complete the annual self-assessment form for discussion.</li><li>2. Develop, review and ensure implementation of the site maintenance plan to ensure the site remains a safe and secure environment to support teaching and learning.</li></ol>

3. Ensure statutory premises compliance, audit schedules, and maintenance records are maintained and up to date.
4. Ensure energy, not water, drainage, lighting and ventilation are working effectively.
5. Maintain and update live site risk assessments, safety documentation and security compliance records.
6. Support the Business Manager and the Trust Estates staff with capital and minor works projects ensuring compliance, including statutory approvals.
7. Reporting to and meeting with the Business Manager in relation to any issues that are impacting upon the delivery of facilities work.
8. Attend Health and Safety Committee meetings as required.
9. Ensure the school remains audit-ready at all times.
10. Monitor warranties, service agreements and servicing schedules.

#### Health and Safety

1. Ensure the school meets statutory compliance requirements at all times.
2. Oversee and monitor risk management systems across the estate.
3. Support fire safety planning, evacuation drills, lockdown and emergency procedures.
4. Contribute to review and development of Health & Safety documents, in line with the Health and Safety Policy.
5. Conduct COSHH assessments and ensure safe and secure storage, handling and disposal of hazardous substances.

#### Maintenance and Planned Preventative Maintenance (PPM)

1. Conduct regular recorded inspections of premises and grounds.
2. Identify and prioritise maintenance needs.
3. Oversee the internal premises reporting system to ensure timely resolution.
4. Explore implementation of Computer-Aided Facilities Management (CAFM) systems and/or software.
5. Develop and deliver a Planned Preventative Maintenance programme.
6. Prepare specifications, obtain quotations and manage minor works in line with procurement procedures.
7. Manage the annual maintenance budget and provide a costed rolling programme of works with the Business Manager, including planning non-term time works for a 12-month period.
8. Contribute directly to repairs and maintenance alongside other staff.

#### Security

1. Ensure premises are opened and secured daily; act as a keyholder for emergencies.
2. Oversee operation, monitoring and testing of all security systems.
3. Conduct routine security inspections.
4. Ensure security arrangements are adhered to by lettings and during out-of-hours use.
5. Act as primary contact for emergency call-outs and coordinate emergency response, including severe weather incidents.

#### Contracts and Contactor Management

1. Manage site-related contracts, including cleaning and M&E services.
2. Monitor contractor performance against SLAs and statutory requirements.
3. Approve works and verify compliance documentation before sign-off.
4. Review service provision and utilities to ensure value for money.
5. Monitor and renew fixed-term contracts in a timely manner.

#### Lettings, Community Use and Events

1. To liaise closely with the lettings agent, School Hire Solutions, ensuring there is clear communication relating to the scheduling of events, operational issues, security, school calendar bookings etc..

General Operational Duties

2. Ensure adequate site team staffing is in place for all school activities and events.
3. Organise stock replenishment, including ordering, receipt of deliveries and safe and secure storage of goods, especially hazardous chemicals.
4. Supervise deliveries as required.
5. Ensure the site remains attractive and welcoming.
6. Manage school minibus servicing, MOTs, compliance documentation and authorised driver register.
7. To carry out any other duties as instructed by the Headteacher/Business Manager, commensurate with the post.

Date Job Description reviewed:                      March 2026

Date received by Post Holder:                      \_\_\_\_\_

Signature of Post Holder:                              \_\_\_\_\_



# Site & Compliance Manager

Person Specification		Essential/ Desirable
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Good literacy and numeracy – GCSE Maths and English (or equivalent)</li> <li>2. Evidence of Continuous Professional Development</li> <li>3. Health and Safety Accreditation (e.g. NEBOSH, IOSH Managing Safely)</li> <li>4. Full driving licence</li> <li>5. First Aid Qualification</li> </ol>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Excellent understanding of Health and Safety and Compliance, including Working at Height, COSHH, Manual Handling, etc.</li> <li>2. Good working knowledge of general and grounds maintenance</li> <li>3. Good working knowledge of HVAC</li> <li>4. Good working knowledge of security systems and procedures</li> <li>5. Experience of supervising staff or leading a team</li> <li>6. Experience of obtaining value for money</li> <li>7. Well organised and experience of developing systems and processes</li> <li>8. Experience of using Microsoft Office applications (in particular Word and Excel)</li> <li>9. Ability to drive a minibus</li> <li>10. Experience of working in a school</li> </ol>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<b>Skills &amp; Abilities</b>	<ol style="list-style-type: none"> <li>1. Excellent practical skills and ability to carry out minor repairs and maintenance</li> <li>2. Ability to work under pressure, manage time effectively and meet deadlines</li> <li>3. Ability to work independently and as part of a team and to make a positive contribution to the team's effectiveness</li> <li>4. Able to take ownership of tasks and work with minimal supervision</li> <li>5. Physically capable of undertaking portage duties and working at height</li> <li>6. Initiative and problem-solving skills</li> <li>7. Ability to adhere to policies, procedures and relevant legislation relating to child protection, health and safety, security, confidentiality, data protection and equal opportunities.</li> <li>8. An commitment to own personal and professional development</li> <li>9. To be helpful, approachable and positive</li> <li>10. Good ICT skills, including knowledge of Windows systems and Microsoft Office applications</li> <li>11. Good organisation skills, ability to prioritise and to work to deadlines</li> <li>12. Ability to work accurately, effectively and respond well under pressure</li> <li>13. Ability to be able to deal with regular interruptions</li> </ol>	<p>E</p>
<b>Personal Attributes</b>	<ol style="list-style-type: none"> <li>1. Ability to work in a team as a flexible, co-operative and supportive team player</li> <li>2. Ability to maintain confidentiality</li> <li>3. Patient and diplomatic manner when dealing with students, parents, visitors and staff</li> <li>4. Good record of punctuality and attendance</li> <li>5. A calm and resilient nature, with a sense of humour</li> <li>6. Flexible approach to working hours</li> </ol>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

	<ol style="list-style-type: none"> <li>7. Excellent communication skills including verbally, in writing, face-to-face and over the telephone</li> <li>8. Professional attitude to work</li> <li>9. Enthusiasm and confidence at working with a wide range of people</li> <li>10. Willingness to participate in further training and development opportunities offered by the school, to further knowledge, including First Aid Training</li> </ol>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• All applicants will be required to undergo an Enhanced Disclosure and Barring Service check. All offers of employment are subject to an assessment of the DBS certificate.</li> </ul>	<p>E</p>