



## **All Saints Voluntary Aided Church of England Primary School, Newton Heath**

### **Site Manager**

**Grade 4 (SCP Point 7-11) £26,404 - £28,142**

### **Main Purpose of the Role**

The Site Manager at All Saints CE Primary is a pivotal role responsible for ensuring the safety, security, and maintenance of the school premises. Working under the direction of the Head Teacher and Business Officer, the Site Manager supports the smooth day-to-day operation of the school environment, creating a healthy, safe, and welcoming space that aligns with All Saints CE Primary's vision and values. Given the school's context - a one form entry primary with a high proportion of SEND (25.7%), Pupil Premium (53.7%), and EAL pupils (44.4%) - the Site Manager's role is essential in supporting an inclusive, safe, and well-maintained environment that fosters learning and wellbeing for all pupils. The Site Manager will also contribute positively to the school's ongoing development, including its involvement in the DfE Rebuild Programme which will see our school move from our current building into temporary accommodation and back into a brand new building and grounds.

### **Key Responsibilities and Duties**

#### **Maintenance of the Premises**

- Ensure the school is equipped with appropriate materials and equipment for maintenance to a high and safe standard. Monitor stock levels and liaise with staff to purchase replacements.
- Oversee and complete scheduled maintenance tasks (daily, weekly, monthly, termly, annually), keeping accurate records.
- Identify and report repair needs promptly to senior staff; undertake non-specialist repairs to maintain and improve the school fabric and functionality.
- Manage cleaning tasks not covered by external contractors, including high-level cleaning such as light diffusers and windows.
- Conduct emergency cleaning tasks as directed by the Business Officer or SLT.
- Manage rubbish disposal from internal and external bins, supporting recycling initiatives and ensuring external bins are accessible for collection.
- Liaise with contractors for specialist repairs, keeping senior staff informed of progress.
- Ensure all areas of the school are heated to required temperatures and utilities (water, drainage, power, lighting, heating) are fully operational, coordinating repairs with the Business Officer and Head Teacher when necessary.



## **Portering Duties**

- Move furniture, equipment, and materials as required for school activities, ensuring safe storage and handling of heavy items.
- Distribute milk and fruit to classrooms each morning.

## **Premises Security**

- Act as the main key holder and first point of contact for emergency callouts.
- Open and close the school site at agreed times; provide access for special events and maintenance outside normal hours with agreed overtime arrangements.
- Secure the site throughout the day, including locking external and internal doors and windows.
- Set and unset the school alarm daily; liaise with security alarm providers and police as necessary.

## **Health and Safety**

- Maintain a hazard-free environment inside and outside the building, fencing off any hazards that cannot be immediately removed.
- Ensure school grounds are clear of litter, leaves, glass, animal excrement, and standing water before pupil arrival.
- Manage safe access during extreme weather, including snow and ice clearance and treatment to prevent slips.
- Ensure compliance with Fire Safety regulations: maintain clear fire exits, test alarms, maintain fire doors and extinguishers, and remove flammable materials.
- Conduct scheduled Health and Safety monitoring including legionella, fire, asbestos, and playground equipment inspections.
- Secure all materials, equipment, and chemicals in compliance with COSHH regulations.
- Ensure risk assessments are conducted for all work and that appropriate Personal Protective Equipment (PPE) is used.
- Report faults or incidents promptly to relevant staff.

## **Other Responsibilities**

- Return to the site between shifts if required.
- Liaise with external companies regarding site access and location of equipment and services.
- Maintain tidy and orderly storage of caretaker rooms.
- Comply with school policies including Health and Safety, Fire Safety, Safeguarding, and Lone Working.
- Agree holiday dates annually with senior leadership to coordinate site availability and contractor work.



## **Skills and Competencies**

- Strong knowledge of building maintenance, repair, and health and safety regulations relevant to a primary school environment.
- Ability to carry out practical maintenance and cleaning tasks to a high standard with attention to detail.
- Excellent organisational skills to manage maintenance schedules, stock levels, and contractors efficiently.
- Reliable and trustworthy, with responsibility as the main key holder and security lead for the site.
- Ability to work independently and as part of a team, collaborating effectively with school staff and external agencies.
- Good communication skills to liaise with senior leadership, contractors, cleaning staff, and emergency services.
- Awareness of safeguarding requirements and the ability to maintain a safe environment for children and staff.
- Flexibility to work split shifts (6am-9:30am / 2:30pm-6pm), including occasional additional hours with prior agreement.
- Commitment to the school's vision and values, promoting an inclusive, supportive, and respectful environment for all pupils and staff, particularly given the SEND, Pupil Premium, and EAL context.

## **Professional Development**

All Saints CE Primary is committed to supporting the continuous professional development of its staff. The Site Manager will have access to relevant training opportunities in health and safety, safeguarding, maintenance best practices, and any other areas that support the effective delivery of their role. This commitment to professional growth reflects the school's vision of fostering a culture of learning and development for all members of the school community.

## **Safeguarding**

The Site Manager plays a vital role in safeguarding at All Saints CE Primary. As a key member of staff, they must:

- Promote and ensure the safety and welfare of all pupils at all times.
- Follow statutory safeguarding guidelines and the school's safeguarding and child protection policies.
- Work closely with the Designated Safeguarding Lead (DSL) to report any concerns or incidents promptly.
- Maintain vigilance over site security and safety, ensuring a secure environment that protects pupils, staff, and visitors.
- Understand and adhere to the school's staff code of conduct and safeguarding responsibilities.



The Site Manager's commitment to safeguarding aligns with the school's overarching aim to provide a safe, nurturing, and inclusive environment where every pupil can thrive.

## **Personal Specification**

### **For this job we are looking for:**

- Caretaking/site-keeping experience in a school or similar environment
- Experience of managing stocks/resources within an agreed budget
- Good numeracy and literacy skills with an ability to keep accurate records
- Willingness to develop knowledge of use of ICT and other specialist equipment/resources
- An ability to undertake all the physical aspects of the job
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults within the School environment
- Knowledge of Health & Safety and hygiene procedures and precautions
- Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate
- Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures
- Excellent organisational skills to be able to plan and deliver programmes of maintenance

## **Personal Style and Behaviour**

- Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.
- Self-motivation and personal drive to complete tasks to required timescales and quality standards
- The flexibility to adapt to changing workload demands and new organisational challenges
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users and contractors
- Personal commitment to continuous self-development
- Personal commitment to continuous service improvement
- Willingness to consent to and apply for an enhanced CRB disclosure.