



**Post Title:** Site Manager  
**School:** College Park (mainly Pimlico site but cross federation where needed)  
**Pay range:** Band 1 Steps 5 - 6 (£30,309 - £31,716)  
**Responsible to:** Headteacher and Federation Business Manager  
**Responsible for:** Federation Site Apprentice

**Main purpose of the job:**

- At the direction of the Head Teacher and Senior leadership team, to provide a comprehensive site management service to the school to ensure the environment is safe and secure for pupils, staff, parents and other users.
- To ensure that the school premises are cleaned to the approved specification and take overall responsibility for school security and day-to-day maintenance issues.
- To ensure site management duties are undertaken in accordance with Health and Safety legislation.
- To liaise and maintain relationships with suppliers, contractors and hirers of the school and deal with any problems as they arise.
- To support in the classroom when directed
- Collaboration/covering/working/training with the other site managers across the sites/federation

**Main Responsibilities:**

**Site security:**

- Ensure that the building and site are left in a secure situation in line with the agreed key holding arrangements. This includes security of school gates, external and internal doors and windows.
- In liaison with the Headteacher/senior leadership team, ensure routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
- Alert the Headteacher and senior leadership to any risk to a breach of security.
- Contact and direct the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
- Ensure that the intruder alarm and the CCTV are kept in good order and maintained regularly.
- Patrol the site regularly to check for hazards, damages and intruders.
- Ensure the efficient functioning of the access control system, preventing trespassing and unauthorised parking on the school premises.
- Ensure that the policies and procedures adopted by the Governing Board are fully implemented and adhered to by staff.
- Co-operate and work with relevant agencies to protect children and young people at all times.

**Repairs and maintenance:**

- Meet regularly with the Headteacher/senior leadership team to advise of any maintenance or repair work as necessary.
- Carry out minor maintenance work / repairs / DIY that do not require employment of a contractor.
- To arrange for major repairs and works to be carried out including sourcing quotations in consultation with the Headteacher/senior leadership team and the Federation Business Manager.
- Carry out specified procedures in the event of fire, flood, breaking and entering, accident or major damage.

- Ensure all caretaking equipment is in a safe and efficient working condition and take out of use any equipment known to be faulty and arrange repairs, advising the Headteacher/Senior leadership and Federation Business Manager of action taken.
- Liaise with contractors or external agencies, as appropriate, regarding access to the site.
- Direct and supervise contractors to the site for repair and maintenance work.
- Inspect, monitor and record work performance, assisting the Headteacher or Federation Business Manager in ensuring that the work is carried out to the required standard, as appropriate.

### **Health and Safety:**

- Participate in termly Health & Safety inspections with the Headteacher, Federation Business Manager and governors, acting upon any issues highlighted.
- Carry out the testing on the fire alarm system on a weekly basis, recording results in the Fire Logbook.
- Oversee the maintenance of the fire alarm to ensure it is kept in good order.
- Ensure that the emergency lighting is tested, per circuit, on a monthly basis, recording results in the Fire Logbook.
- Ensure that the schools planned preventative maintenance checks are carried out in accordance with regulations and that accessible records are kept.
- Arrange electrical testing of portable equipment within the agreed schedule.
- Ensure the safe use of all electrical appliances in school.
- Ensure that all playground inspections are carried out in accordance with guidelines.
- Ensure that playgrounds, paths and driveways are in a satisfactory clean condition and free from litter.
- General supervision of the playground, the car park and open areas surrounding the premises.
- To be available for out of hours calls when needed.

### **Porterage**

- Undertake any necessary portering duties in line with correct handling policies.
- Manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods, after the admin staff has checked them.

Undertake any other duties commensurate with the level of the post, as required, to ensure the efficient and effective running of the Federation.

### **Equalities**

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

### **Safeguarding Children and Safer Recruitment**

The Federation is committed to safeguarding and promoting the welfare of children and young people as required by the Education Act 2002 and taking account of "Working Together to Safeguard Children" and "Keeping Children Safe in Education". The Federation expects all staff and volunteers to share this commitment.

### **Commitment to Safeguarding Children**

- To follow the school's safeguarding policy and procedures.
- To be aware of the signs and symptoms of abuse and the wider safeguarding agenda by attending relevant training.
- To record all concerns using the school's Safeguarding system, **CPOMS** and follow the school's safeguarding procedures if there is a disclosure.

- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out appropriate risk assessments prior to activities, where applicable

**“In line with KCSIE September 2023, an online search will be conducted as part of our due diligence checks on shortlisted candidates.”**

**DBS:**

Because of the nature of the job, it will be necessary for an Enhanced criminal record Disclosure to be undertaken (DBS). Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences, this post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exceptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

*This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change, either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.*

**Signature of post holder:**

**Date:**

**Signature of line manager:**

**Date:**

## **Person Specification**

### **Experience**

1. Significant experience or skill in a relevant trade.
2. Experience of how the health and safety regulations apply to the school, e.g. manual handling, COSHH, Legionella etc.
3. Experience of operating electrical / mechanical systems.
4. Experience in the assessment of risk, with particular reference to children and young people with complex special educational needs and disabilities.

### **Knowledge, skills and understanding**

5. Thorough knowledge and understanding of effective security and health & safety practice within a school setting with children and young people with complex special educational needs and disabilities.
6. An understanding of special needs and its impact on the job.
7. The ability to carry out minor repairs & maintenance and security duties as identified in the job description.
8. The ability to be systematic in keeping appropriate electronic and manual records as required.
9. The ability to develop a work routine that systematically covers all aspects of the post.
10. Commitment to the protection and safeguarding of children and young people.

### **Personal Qualities**

11. The ability to work without supervision and to given timescales.
12. The ability to communicate effectively, both orally and in writing.
13. The ability to work positively with all members of the school and wider community.
14. The ability to maintain confidentiality over matters relating to the school, pupils, staff or parents.
15. A commitment to further professional training and development.

At the Federation of Westminster Special Schools, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS and Online check.