

JOB DESCRIPTION

Site manager

Post Title:	Site manager
Post Location:	<i>College Park – cross sites</i>
Contract Type:	Permanent
Hours/Weeks:	36 hours per week, full time
Salary:	<i>Band 1 Step 5-7</i>
Reporting To:	Senior leaders
Responsible For:	This role is not responsible for another role.

About the Role	
Purpose of the Role	<ul style="list-style-type: none"> At the direction of the Headteacher and Senior Leadership Team, the Site Manager will provide a comprehensive and proactive site management service to ensure that the school environment is safe, secure, well maintained and appropriate for pupils with autism and complex special educational needs and disabilities (SEND). The postholder will have a key role in ensuring that the physical environment supports safeguarding, wellbeing, emotional regulation and learning, and that the site is managed in line with statutory health and safety requirements and SEND-specific risk considerations.
Key Area	Roles/Responsibility
<p style="text-align: center;">Main Responsibilities <i>Carry out all duties and responsibilities in accordance with FWSS policies and procedures</i></p>	<p style="text-align: center;">Site Security and Safeguarding</p> <ul style="list-style-type: none"> Ensure that the school buildings and grounds are maintained in a secure condition at all times, in line with agreed key-holding and access control arrangements. Manage the routine and emergency opening and closing of the school premises and grounds, including access during adverse weather or emergency situations. Monitor and maintain security systems, including intruder alarms, CCTV and access control systems, ensuring they are fully operational and appropriate for a special school setting. Regularly patrol the site to identify hazards, damage, security concerns or risks, with particular attention to pupils who may have limited awareness of danger or a history of absconding. Alert the Headteacher or senior leaders promptly to any security risks, breaches or concerns.

- Respond appropriately to emergencies including fire, flood, break-ins, vandalism or accidents, and liaise with emergency services as required.
- Support and contribute to lockdown, invacuation and evacuation procedures, recognising that pupils with SEND may require adapted responses.

Health, Safety and SEND-Specific Risk Management

- Ensure site management duties are carried out in full compliance with health and safety legislation, including COSHH, manual handling, legionella management and fire safety.
- Undertake and contribute to risk assessments that explicitly consider the needs of children and young people with autism and complex SEND, including behaviour-related and environmental risks.
- Maintain a safe environment that minimises sensory triggers where possible (e.g. noise, lighting, equipment), and report issues that may impact pupils' emotional regulation or wellbeing.
- Support senior leaders in the review and implementation of health and safety procedures that reflect pupils' EHCP needs and safeguarding vulnerabilities.

Repairs, Maintenance and Environment

- Meet regularly with the Headteacher or nominated senior leader to identify, prioritise and plan maintenance and repair works.
- Carry out minor repairs, maintenance and DIY tasks that do not require specialist contractors.
- Arrange and oversee major repairs and works, including sourcing quotations in consultation with the Headteacher and Federation Business Manager.
- Supervise contractors on site, ensuring safe working practices, appropriate access arrangements and safeguarding awareness.
- Ensure all caretaking and site equipment is safe, fit for purpose and well maintained, removing faulty equipment from use and arranging repairs promptly.
- Liaise with external agencies, contractors and service providers as required.

Cleaning, Hygiene and Infection Control

- Ensure that the school premises are cleaned to the required specification and are fit for use by pupils with complex needs.
- Work with cleaning staff and contractors to ensure enhanced cleaning practices are in place where pupils have medical, personal care or sensory needs.
- Monitor cleanliness and hygiene standards in areas used by pupils who may mouth objects, require specialist equipment or have continence needs

Records, Systems and Ways of Working

	<ul style="list-style-type: none"> • Keep accurate electronic and manual records relating to site management, health and safety checks, maintenance schedules and contractor works. • Develop and maintain a systematic routine to ensure all aspects of the role are covered effectively. • Work flexibly across sites where required, ensuring consistent standards of safety, security and maintenance across all school premises within the federation.
Review of job description	This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definitions of the post and the post holder may be required to undertake additional duties on an as need basis.

Person Specification		
Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Educated to at least 5 GCSE or equivalent • Evidence of recent relevant CPD 	<ul style="list-style-type: none"> • Diploma or equivalent related professional qualification
Experience	<ul style="list-style-type: none"> • Thorough understanding of effective security and health and safety practice within a school environment. • An understanding of how autism and complex SEND may affect pupils' responses to their environment, including sensory sensitivities and safety awareness. • Ability to carry out minor repairs, maintenance and security duties as required. • Ability to maintain accurate records and follow agreed systems and routines. • Commitment to safeguarding and promoting the welfare of children and young people, including an understanding of SEND-related safeguarding vulnerabilities. 	<ul style="list-style-type: none"> • Working within an educational environment
Professional Knowledge	<ul style="list-style-type: none"> • Significant experience or skills gained through a relevant trade or site management role. • Experience of applying health and safety regulations in a school or similar setting, including COSHH, manual handling and legionella management. 	

	<ul style="list-style-type: none"> • Experience of operating and maintaining electrical and mechanical systems. • Experience of risk assessment, with particular reference to children and young people with complex needs. 	
Personal qualities	<ul style="list-style-type: none"> • Ability to work independently, using initiative and judgement to prioritise tasks. • Clear and effective communication skills, both written and verbal. • Ability to work positively and professionally with pupils, staff, parents, contractors and visitors. • Calm, reliable and solution-focused approach, particularly in unpredictable or high-pressure situations. • Ability to maintain confidentiality in relation to pupils, families, staff and the wider school community. • Commitment to ongoing professional development • Working flexibly across sites and ensuring consistent health, safety and security standards across all premises 	<ul style="list-style-type: none"> • Strong attention to detail and able to produce work with a high level of accuracy. • Good knowledge and experience of facilities and Health and Safety in the workplace.

Safeguarding

The Federation of Westminster Special Schools is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full recruitment checks, including an enhanced DBS check and barring service check. We also undertake an online search as part of our due diligence.

Equal Opportunities

The Federation of Westminster Special Schools is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age as applications are treated on merit. This includes applications from individuals who request alternate working arrangements such as part-time.