



Anfield Road Primary School Site Manager- Job Description



Role: Site Manager

Grade: 5 SCP 17- 24

Responsible to: School Business Manager

Salary: In line with school pay structure

Job Description

The Site Manager leads the Site Team and holds responsibility for the day-to-day maintenance, security and operational management of the school's buildings, grounds, facilities and site infrastructure. The post holder ensures the school environment is safe, secure, well-maintained and compliant with all relevant Health & Safety legislation. The Site Manager works closely with the Headteacher, SBM and senior staff.

Main Duties and Responsibilities

1. **Key Holder Responsibilities & Security**

Manage all security systems including alarms, CCTV and surveillance. Ensure the site is secure at all times.

2. **Management of the Site Team**

Lead, supervise and appraise the Site Team. Monitor performance and ensure high standards of work.

3. **Working Relationships**

Maintain positive working relationships with Senior Leaders, Support Staff, contractors and external partners.

4. **Recruitment & Induction**

Support recruitment and induction of new site staff.

5. **Training & Development**

Ensure Site Team members receive appropriate on-the-job training and professional development.

6. **Health & Safety Compliance**

Ensure all site duties are carried out safely and in line with Health & Safety regulations, safe systems of work and school policies.

7. **Budget Management**

Act as budget holder for repairs, maintenance, environmental, fire, security and hygiene cost centres.

8. **Procurement & Authorisation**

Authorise orders and invoices for repairs and minor works within delegated limits.

9. **Record Keeping**

Maintain accurate records of inspections, checks, repairs and minor works.

10. **Planned Inspections**

Conduct proactive inspections of buildings, fences, hard surfaces and grounds to identify faults and hazards.

11. **Forward Maintenance Planning**

Maintain a forward maintenance register and assist the SBM with costed plans for capital and major works.

12. **Weekly Review Meetings**

Meet weekly with the SBM to review maintenance programmes and budget progress.

13. **Risk Management**

Assess risks associated with tasks and ensure appropriate safety equipment is used.

14. **Reporting Hazards**

Report hazards that cannot be immediately resolved to the SBM or Headteacher.

15. **Safety Measures**

Ensure hazards are clearly identified and cordoned off.

16. **Health & Safety Documentation**

Prepare risk as **Qualifications and Experience**