



LINDON BENNETT SCHOOL

SITE MANAGER - JOB DESCRIPTION

Post Title: Site Manager

Grade: PO1 FTE £41,133 to £43,680

Hours: 36 hours per week, full time, all year round. The role requires flexibility, including occasional evening and weekend working to support lettings, events and emergency response.

Responsible to: School Business Manager

Line Management: Caretaker, Assistant Caretaker, Cleaning Team

Location: Cross-site (Hanworth and Feltham)

PURPOSE OF THE ROLE

To lead the operational management of the school premises across both sites, ensuring that buildings, grounds and specialist facilities are safe, secure, compliant and maintained to a high standard.

To coordinate statutory compliance systems, manage the premises team, oversee contractors and monitor operational budgets within delegated authority.

The postholder is expected to adopt a hands-on approach and, where required, undertake operational duties alongside the premises team, including cleaning, maintenance, portage, traffic management and transport of stock between sites.

To contribute to the safeguarding and protection of all pupils.

MAIN RESPONSIBILITIES

Premises and Operational Leadership

1. Lead daily opening and secure closing arrangements across both sites.
2. Ensure buildings and grounds are safe, secure and fit for purpose at all times.
3. Oversee rota arrangements and lone working procedures.
4. Implement and oversee reactive and planned preventative maintenance programmes.
5. Prioritise maintenance works and allocate tasks appropriately.
6. Undertake maintenance and repair tasks where required and lead by example.
7. Support cleaning operations during absence or operational need.
8. Support car park management during pupil drop-off and collection where necessary.
9. Transport stock, school lunches and correspondence between sites when required.
10. Oversee heating, ventilation, utilities and waste systems.
11. Monitor energy usage and promote sustainability initiatives.
12. Monitor the quality and completion of contractor works and ensure remedial actions are completed.

Lettings and Community Use

13. Support the school's lettings programme by ensuring facilities are prepared, safe and compliant for community use.
14. Oversee site arrangements for lettings and events, ensuring safeguarding, health and safety and security procedures are followed.
15. Ensure facilities used for lettings are left clean, secure and ready for school use.
16. Provide operational oversight and, where necessary, attendance during evening and weekend lettings.
17. Report any incidents, damage or compliance issues arising from lettings to the School Business Manager.

Line Management

18. Line manage caretaker, assistant caretaker and cleaning staff.
19. Allocate duties and manage rotas.
20. Undertake supervision and performance management in line with school policy.
21. Identify training needs within the premises team.
22. Ensure safe systems of work are implemented for working at height, manual handling, lone working and traffic management.

Compliance and Health & Safety

23. Coordinate statutory compliance schedules including fire safety, water hygiene (Legionella), asbestos management, electrical testing and gas safety.
24. Support the School's designated Responsible Persons to ensure statutory documentation is maintained and inspection ready.
25. Maintain a rolling annual compliance calendar across both sites.
26. Manage compliance deadlines using the school's compliance management system (e.g. Every).
27. Maintain centralised compliance records within the compliance management system, including inspection reports, compliance documentation and statutory certificates, ensuring all information is accurate, up to date and available for inspection, survey or audit.
28. Ensure actions arising from compliance inspections, risk assessments and statutory testing are logged and closed within the compliance management system.
29. Ensure remedial works from inspections and audits are tracked and completed promptly.
30. Oversee COSHH arrangements including safe storage and documentation of hazardous substances.
31. Maintain and monitor the asbestos management register.
32. Ensure access equipment used for working at height is inspected and compliant.
33. Conduct regular site inspections and internal compliance checks.
34. Review accident, incident and near-miss reports and implement corrective actions.

35. Monitor and review premises-related risk assessments and safe systems of work.
36. Oversee traffic management risk assessments across both sites.
37. Support preparation for Local Authority, Ofsted and external audits.
38. Contribute premises compliance reports for Governors where required.
39. Report significant compliance risks to the School Business Manager.
40. Strategic accountability for health and safety remains with the Headteacher and School Business Manager.

Data Protection and Cyber Security

41. Ensure premises-related information is handled in accordance with GDPR and data protection legislation.
42. Control and monitor access to secure areas, keys, alarm codes and security systems.
43. Support secure management of CCTV systems in line with policy.
44. Protect electronic security and building management systems from unauthorised access.
45. Report suspected data breaches or cyber risks immediately.

Financial Monitoring

46. Monitor day-to-day premises expenditure within delegated limits.
47. Track spending on repairs, materials and cleaning consumables.
48. Raise and process purchase orders.
49. Maintain accurate premises-related financial records.
50. Identify cost pressures and make recommendations regarding budget prioritisation.
51. Ensure value for money in procurement decisions.

Inventory and Asset Management

- 52. Maintain a comprehensive inventory of tools, equipment and assets.
- 53. Monitor stock levels and conduct audits.
- 54. Ensure secure storage and maintenance of equipment.
- 55. Arrange safe disposal of redundant equipment.

Specialist Areas

- 56. Oversee compliance and maintenance of the hydrotherapy pool and plant systems.
- 57. Coordinate vehicle safety checks, servicing and MOT requirements.
- 58. Ensure specialist learning environments are maintained safely.

Security and Emergency Response

- 59. Act as designated key holder and respond to out-of-hours emergency call-outs.
- 60. Ensure security systems are operational.
- 61. Support emergency evacuation and lockdown procedures.
- 62. Contribute to business continuity planning relating to the estate.
- 63. Implement adverse weather procedures including gritting and snow clearance.

General

- 64. Comply with all school policies and procedures, including the Staff Code of Conduct, safeguarding, health & safety, GDPR and equality requirements.
- 65. Undertake other duties commensurate with the grade of the post.

RESPONSIBILITY FOR RESOURCES

Responsible for the proper use and safekeeping of equipment, keys, passes and other school property related to the role.

SCHOOL STANDARDS

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. We welcome applications from all sections of the community.

Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality and Data Protection

The school is committed to maintaining the privacy of all staff, pupils and stakeholders. All staff must comply with policies regulating the proper use of computers, email and the internet and handle confidential information in a professional manner.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards and safeguarding children. All staff are required to familiarise themselves with and adhere to safeguarding and child protection policies and procedures.

SIGNATURES – LINE MANAGER AND JOB HOLDER

Signed Headteacher / Line manager	Dated
Signed <i>Postholder</i>	Dated

The duties of this post will change and develop over time. It is the jobholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.