



JOB DESCRIPTION

Site Manager – Middleton Technology School

Normal place of work: Academy

Responsible to: _____

Salary: Band 10 £32,235 to £37,938

Job Purpose

The post holder is responsible for ensuring the academy site's smooth and efficient day-to-day operation, maintaining the academy's physical environment, and overseeing maintenance, health and safety, cleaning, and security. The Site Manager will ensure high standards of site supervision and effective resource use to enhance the learning environment for students and staff. The successful candidate will be highly motivated and proactive, with excellent organisational, communication, and problem-solving skills.

Values

Individuals will embody our values

Genuine - mutually trusting, open, honest and reflective

Respect(ful) to all without ego or arrogance

Excellent at what they do but without hubris, striving for excellence and intolerant of mediocrity

Achievement focused-understanding that academic excellence is the goal, and how we support that in our own areas matters

Together - believing that we can make the biggest difference when we work as a strong team

Key Responsibilities

- **Site Management & Maintenance:**
 - Oversee all aspects of site maintenance, including:
 - Building fabric and grounds maintenance (e.g., plumbing, electrical, heating, roofing, landscaping).
 - Cleaning and hygiene of the academy's premises.
 - Ensuring the safety and functionality of all the academy's facilities (classrooms, laboratories, sports halls, etc.)
 - Managing contractors and service providers.
 - Proactively identify and address maintenance issues. Responsible for ensuring that general maintenance and repairs in the academy are

completed swiftly and safely and following relevant regulations and guidance. Taking appropriate action to address any safety hazards / unsafe practices in and around the academy.

- Implement and monitor preventative maintenance programs.
 - To ensure that in-house inspections and testing related to estates activities are undertaken and recorded accordingly.
 - Monitor the academy's events calendar and ensure an effective portering service is in place to include the set-up of furniture and equipment for academy events, including assemblies, parents' evenings, open evenings, and examinations, as and when required.
- **Health & Safety:**
 - Ensure compliance with all relevant health and safety legislation (e.g., Health and Safety at Work Act, Fire Safety Regulations). Ensure records are maintained on the trust compliance system.
 - Ensuring the compliance system and other health and safety management systems, processes and practices are implemented and maintained accurately and promptly.
 - Conduct regular safety inspections and risk assessments.
 - Develop and implement emergency procedures and evacuation plans with the academy's senior leadership team.
 - Promote a safe and healthy working environment for all staff and students.
 - **Security:**
 - Oversee the security of the school premises, including access control and CCTV monitoring.
 - Investigate and respond to security incidents.
 - As a named key holder, provide emergency and planned, core and out-of-hours access to the site for academy staff and any sub-contractors.
 - **Budget Management:**
 - Assist in the preparation and management of the site maintenance budget.
 - Monitor expenditure and identify cost-saving opportunities.
 - To implement all necessary finance procedures when placing purchase orders for contractors or academy supplies.
 - **Project Management:**
 - Oversee and coordinate building projects and renovations.
 - Manage on-site contractors to ensure that they fulfil the requirements relating to health and safety, safeguarding, and monitoring their performance effectively.
 - **Communication & Collaboration:**
 - Establish constructive relationships with all stakeholders, including staff, students, parents, governors, and external contractors.
 - Build and maintain positive relationships with colleagues and external partners.
 - Attend relevant meetings and training sessions.

- Be aware of and comply with all trust and academy policies and procedures, including IT, health and safety and safeguarding.
- **People Management:**
 - Manage the site and cleaning teams, including recruitment, probationary period management, performance management, absence management, and staff development.

Person Specification

Essential Skills and Experience:

- Proven experience in a similar role (e.g., Site Manager, Facilities Manager) within a large and complex organisation, preferably in an educational setting
- Strong understanding of building maintenance and health and safety regulations
- Excellent organisational, planning, and time-management skills
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills
- Management of staff
- Proactive and problem-solving approach
- Budget management experience
- Good literacy and numeracy skills
- IT literacy (Microsoft Office Suite, building management systems)
- Possession of a full valid UK driving licence

Desirable Skills and Experience:

- Experience in managing a large team.
- Experience in project management.
- First Aid qualification.
- Full UK driving licence
- Relevant qualifications (e.g., NEBOSH, IOSH)

Personal Attributes:

- Highly motivated and enthusiastic.
- Flexible and adaptable.
- Committed to providing excellent customer service.
- Discreet and trustworthy.
- Able to work under pressure and meet deadlines.

This job description outlines the post's main duties and responsibilities, and each task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

In consultation with the post holder, the job description may be changed to reflect changes to the post.

Additional information:

Although the contract is for 36 hours, the nature of the post requires flexible working patterns to meet the academy's needs. Work patterns will be agreed upon with your line manager.

This post is subject to the enhanced level of DBS disclosure.

Written by: S Nicholson

Job title: Estates Manager

Date: February 2025