

Site Manager Job Description January 2026

Location	Hucknall National C of E Primary School
Contract term	Permanent (37 hours) Hourly schedule to be agreed.
Full time/term time	Full time
Pay range	Grade 4
Reporting to	Headteacher

General Information

Hucknall National C of E Primary School is a larger-than-average primary school setting located in the heart of Hucknall, on the outskirts of Nottinghamshire. The school sits on extensive grounds and operates across two floors. Originally built as a secondary school—and later used as separate infant and junior sites—it has since been fully amalgamated into one cohesive primary school, accommodating up to 420 pupils, aged 4-11. The site offers a wide range of facilities, including three playgrounds, three halls including a multi-purpose barn, a residential bungalow and a dedicated woodland area. In addition, the school provides leased spaces for an out-of-school club, holiday provision and sporting activities. The school is part of a multi-academy trust – the Southwell and Nottingham Multi-Academy Trust (SNMAT). The school is part of the Southwell and Nottingham Diocese as a Church of England School.

Core purpose of the role

To provide comprehensive site management service ensuring the security and health and safety of the site, to maintain, repair and improve the school premises and to play an active part in the school development.

You will deliver on key operational responsibilities including health and safety and estate management; ensuring the site, premises and associated services are developed to meet the educational aims, objectives and changing needs of the school.

Reporting to:

- Headteacher

Responsible for:

- Cleaning team

To co-operate with

Head Teacher

The Governing Body, making such reports as required

Southwell and Nottingham Multi-Academy Trust (SNMAT)

All colleagues, both teaching and support staff

The Local Authority

Unions and other organisations representing teachers and other persons on the staff

Key Responsibilities:

- To establish and maintain a clean, secure, attractive and purposeful working environment with responsibility for maintenance, development and security of the school site and buildings.
- Management of the cleaning team; including direct responsibility for cleaning and maintaining an area within School
- To be responsible for overseeing the preparation of maintenance schedules and efficient operation of all facilities on the property, ensuring that statutory inspections are managed within the correct time frames and compliant with the appropriate legislation.

- To project manage or work in conjunction with a project manager (for larger projects) for schemes that include refurbishment or developmental work of the premises.
- To oversee the school lettings policy and procedure for external organisations and extended school activities.
- To work with the Trust's premises team on the development and implementation of appropriate management plans including the premises development plan and the asset management plan and implement risk management and loss prevention strategies in the school.
- Manage the security of the premises together with its contents
- In conjunction with the School Business Manager and Headteacher ensure that value for money is achieved through robust management of the Premises budget.
- Make recommendations to the School Business Manager and Headteacher during the budget setting process.
- Assist with the determination of medium and long term strategies for building maintenance and to share direct responsibility for the day to day maintenance of the buildings
- Assist in the design of any structural modifications on site and liaising with project management staff on larger projects
- Liaison with contractors, obtaining quotations and supervision of contractors on site, ensuring compliance with H&S regulations and quality control of the work carried out
- Regularly check premises, record and implement necessary repairs and make arrangements with contractors as appropriate
- Support the review and implementation of H&S policies and procedures within the establishment and risk assessments
- Ensure site staff are familiar with their H&S responsibilities and appropriate training is provided
- Overseeing the legionella testing of the school and taking action as appropriate Health and Safety
- To act as co-lead on health and safety and its co-ordination across the school, ensuring that statutory requirements are met, including responsibility for health and safety development and implementation and review of school policies and procedures in partnership with Trust colleagues.
- To be responsible for the installation and maintenance of equipment for protection against and escape from fire. To make sure all records of and to ensure regular fire practices and alarm tests have taken place to ensure emergency procedures are current and timely.
- To lead on some accident and assault reporting and investigations, liaising with the Headteacher and the Trust as necessary.
- To work with colleagues to ensure that the school is compliant with health and safety legislation.

Site Maintenance:

- Maintain the site to a good state of repair, ensuring that the activities of the school take place in an environment suited to learning
- Establish and maintain procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary supplies
- Undertaking emergency and first line repairs and other repairs/procedures within capability and training e.g., electrical, plumbing, heating, painting and decorating, carpentry and joinery, glazing DIY
- Conduct/coordinate all regular statutory and compliance tests according to the school requirements (e.g., fire alarms, legionella, emergency lighting, PAT testing etc)
- Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism.

Key holder responsibility

- Attending to the heating & lighting of the premises and ensuring that the required temperatures are maintained
- Ensure that the boiler plant equipment is maintained and faults reported
- Attend to the heating of the premises at weekends during the approved winter period when necessary and required

- Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gulley's, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises
- Carrying out portage duties as and when required
- Available and attend to the requirements of the hirers of the premises for the purpose of lettings
- In cases of emergency outside the working week e.g. intruders, fire, floods, etc., to attend for such as required.

Finance

- To have financial responsibility for monitoring and reporting upon the supplies and committed expenditure budget.

General Responsibilities:

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.
- To remain up to date with relevant policies/codes of practice and awareness of relevant legislation.
- Attend and participate in regular meetings with the School Business Manager and Headteacher.

Develop personally and professionally through:

- Participation in support staff appraisal.
- Participation in appropriate training.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance. In addition to the duties specified, you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. To provide flexibility and to meet the priorities of the school during times of peak work flow you will be asked to support other members of the team undertaking duties that may be below your current grading. The postholder should show a commitment to the aims, policies, and ethos of the school and Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

The job description does not form part of the contract of employment