

## High Wycombe Church of England School

Loakes Road, High Wycombe, HP11 2JU

Tel: 01494 524220

### **Job Title: Site Manager**

**Hours:** 20 hours per week, 39 weeks per year (term-time only)

While this is a term-time only position, there is some flexibility in how hours are worked, to meet both the operational needs of the school and the circumstances of the post holder.

**Grade:** Bucks Pay Range 3 (or in line with experience)

**Responsible to:** Headteacher

### **Main Purpose of the Role**

To ensure that High Wycombe C of E School provides a **safe, well-maintained, and welcoming environment** for pupils, staff, and visitors. The Site Manager will be responsible for the **security, maintenance, compliance, and day-to-day management** of the school premises, ensuring that all legal, health and safety, and safeguarding requirements are met.

The post holder will play a key role in promoting the school's Christian vision – '*Be strong and courageous*' - by taking pride in creating an environment that enables children to flourish and learn safely.

### **Key Responsibilities**

**The Site Manager is responsible for overseeing and delegating most of the day-to-day tasks to the Caretaker, whilst maintaining overall responsibility for the site.**

#### **1. Premises Management and Maintenance**

- Ensure the school buildings, grounds, and facilities are maintained to a high standard of repair and appearance.
- Plan, oversee, and record all **maintenance, inspection, and repair work**, maintaining a log of all tasks completed and outstanding.
- Liaise with external contractors, suppliers, and the Local Authority to obtain quotes and manage projects in a **cost-effective and compliant** manner.
- Line manage and support the **cleaning team and site staff**, ensuring high standards of cleanliness and efficiency.
- Monitor and maintain the school's **heating, lighting, and water systems**, arranging repairs and implementing energy-saving initiatives.
- Maintain accurate records of checks including water safety (Legionella), fire safety, electrical testing (PAT), asbestos, and playground equipment.
- Carry out minor repairs and decoration where appropriate to ensure the smooth running of the site.

#### **2. Health, Safety, and Compliance**

- Act as the school's **Health and Safety Officer**, ensuring compliance with all relevant legislation, regulations, and policies.

- Carry out and record **regular risk assessments**, fire drills, and termly site inspections.
- Maintain the **Health and Safety Log** and all associated documentation.
- Ensure appropriate COSHH procedures are followed and substances are stored safely.
- Complete mandatory compliance checks, including:
  - Fire safety and alarm testing
  - Water temperature and Legionella checks
  - Asbestos visual checks
  - Electrical and gas safety
  - Playground and equipment inspections
- Support the Headteacher and Governors by preparing **health and safety reports** and attending relevant committee meetings.

### 3. Security

- Take overall responsibility for the **security of the school premises**, including unlocking and securing the site each day.
- Be a keyholder, responding to alarm activations and emergencies as required.
- Maintain and review the **Fire Risk Assessment** and ensure fire alarms, extinguishers, and emergency lighting are serviced and recorded.
- Liaise with external security and emergency services when required.

### 4. Cleaning and Contractors

- Supervise cleaning staff to ensure high standards of hygiene and presentation throughout the school.
- Ensure cleaning and hygiene supplies are ordered and managed effectively within budget.
- Oversee external contractors working on site, ensuring that **safeguarding and health & safety protocols** are followed and works are completed to specification.

### 5. Grounds and Environment

- Maintain the school's outdoor spaces to create a safe, attractive, and welcoming environment.
- Oversee external grounds maintenance contracts and ensure quality of work.
- Conduct regular inspections of trees, pathways, fences, and play areas to identify and address any hazards.

### 6. Energy Efficiency and Sustainability

- Monitor energy and water usage, promoting sustainable practices across the school.
- Support the school's environmental and eco initiatives.
- Provide feedback to leadership on opportunities for improvement in efficiency and sustainability.

### 7. Administration and Record Keeping

- Maintain all site-related logs, records, and documentation, including service reports, risk assessments, and inspection certificates.

- Process orders and invoices relating to site work in collaboration with the School Business Manager.
- Provide termly site updates to the Headteacher and report to the **Premises Committee of Governors**.

### **8. Additional Responsibilities**

- Manage the **school minibus**, ensuring servicing, checks, and records are up to date.
- Support with the safe management of **lettings and community use**, ensuring premises are secure before and after use.
- Undertake necessary training to remain compliant (e.g., Legionella, Fire Marshal, Asbestos Awareness, COSHH).
- Attend meetings and contribute to school development where appropriate.

### **Safeguarding Responsibilities**

All staff have a responsibility to:

- Safeguard and promote the welfare of children in accordance with school policy and statutory guidance.
- Report any concerns immediately to the Designated Safeguarding Lead (DSL) or Headteacher.
- Ensure all contractors and visitors comply with safeguarding expectations while on site.

### **General**

This job description will be reviewed annually and may be amended to reflect the changing needs of the school. The post holder may be required to carry out any other reasonable duties within the scope and grading of the post as directed by the Headteacher.

### **Safeguarding Statement**

High Wycombe Church of England School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All staff are required to follow the school's Child Protection and Safeguarding Policy and to report any concerns to the Designated Safeguarding Lead (DSL) or Headteacher immediately.

All appointments are subject to an enhanced DBS check and other relevant pre-employment checks in line with *Keeping Children Safe in Education*.

**Post Holder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Headteacher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_