



Site Manager– CRANE PARK PRIMARY SCHOOL

Last Reviewed: April 2026

Job Title: Site Manager

Scale:SO1

Reporting to: Headteacher/SBM

Supervisory responsibility for staff: Cleaners

Hours:36 - split shift – hours to be agreed with the Headteacher

Holidays: to be taken regularly throughout the year

Main responsibilities and tasks

Crane Park Primary School:

Crane Park Primary is a vibrant, successful two form entry community school, where children are both nurtured and challenged. We are fortunate to have a richly diverse school community and this is valued and celebrated.

Our Mission Statement:

At Crane Park we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

Main purpose of the job:

- Working under the general direction of the SBM/Headteacher to manage the school premises to meet the defined standards and qualities essential for a hygienic, healthy and safe environment.
- To take overall responsibility for the security and day-to-day maintenance of the school site.
- To ensure that site staff have the required skills, work well in a team and perform their role to an acceptable standard.
- To maintain the productivity and efficiency of the team through appropriate supervision and delegation.
- To work with the SBM/Headteacher on the development of the site and implementing the school development plan.
- To act as an integral part of the school staff team, and as such to contribute to the overall aims of the school, working within agreed policies and procedures.
- To adhere to safeguarding principles and practices in the school and identifying the named person leading on Child Protection.
- To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
- To have enthusiasm and commitment for improving the school within the responsibilities of the role.

See appendix one for a list of regular duties.

Specific responsibilities:

Security:

- To act as key holder and to be called out to deal with emergencies and/or problems at the site.
- To ensure that the buildings and site are left in a secure situation which includes: locking/unlocking of school gates, internal and external doors and securing windows?
- To respond to emergency call-outs and act as appropriate.



- To alert the SBM/Headteacher to any risk to a breach of security.
- To ensure alarm systems are kept in good order.
- To close the school site each day.
- To patrol the site to check for hazards, damages and intruders.
- To ensure CCTV cameras are checked weekly to ensure that they are operational and recorders checked daily to ensure that they are recording and images can be down loaded. Camera fixings are to be checked to ensure safety and security during planned maintenance e.g. cleaning cameras.
- Overseeing the work of contractors on site

Lighting and Heating:

- To ensure that lighting is kept in good working order.
- To liaise with Headteacher/SBM regarding any lighting equipment that needs to be replaced or ordered.
- To ensure that the school is adequately heated.
- To control the level of heating and ventilation throughout the buildings as required by the school.

Site Management:

- To carry out statutory checks and also a weekly/half termly check on various aspects of the site to then be used in the maintenance programme.
- To assess urgent maintenance needs with the Headteacher on a regular basis and give advice and make recommendations for improvements.
- To respond to requests by staff via the School Office and let staff know how and when they will be dealt with.
- To arrange for repairs and works to be carried out by contractors after consultation with the SBM/Headteacher.
- To prioritise the programme of works at the school, considering urgent need and health and safety issues.
- To identify areas for improvement and carry out such minor maintenance work and repairs that do not require the employment of a contractor.
- To carry out a holiday programme of repairs e.g. repairs, build shelves, touch up/paint areas, etc.
- To maintain a log of refurbishment work in the school and dates of when completed.

Fire safety:

- To be trained as a fire marshal with the Headteacher/SLT to ensure the site has a qualified marshal at all times.
- To carry out checks on access to all fire safety equipment on a regular basis to ensure equipment has not been moved.
- To ensure all staff are aware of fire safety procedures.
- To maintain the fire log.
- To carry out weekly fire bell checks.

Cleaning:

- To review cleaning each day and also inform the cleaners of any areas that need attention. To liaise regularly with the cleaners and report back to the Headteacher/SBM on the effectiveness of the cleaning.
- To undertake specialist cleaning e.g. descaling of water fountains, microwave, fridges and oven cleaning etc.
- To monitor the deep cleaning programme carried out in the school holidays.
- To cover cleaning duties if required.
- To be responsible for the performance management of all cleaning staff in line with school policy.

Porterage:

- To act as porter for deliveries, furniture removals, or any other lifting tasks required by the school.
- To arrange for the disposal of redundant furniture and equipment in accordance with Borough procedures.
- To ensure supplies such as paper are available for staff use.

**Site:**

- To carry out a daily inspection of the grounds and check for rubbish, excrement, hazards and in particular check the EYFS outside areas.
- To ensure that playgrounds, paths and driveways are in a satisfactory condition. This will include collecting leaves, weeding, watering plants, washing down blackboards, sweeping all areas.
- To clear snow and salt/grit key areas and paths as required.
- To deal with the results of vandalism, advising the SBM/Headteacher on any necessary preventative measures or repair work.
- To remove graffiti where possible from all areas, windows and other surfaces as required.
- To clean floors and/or furnishings after any sickness has occurred during the site manager's active duty period.
- To keep the site clear of vermin and pests.

Contractors:

- To provide a point of contact for contractors or external agencies regarding access to the site.
- To act as Liaison Officer with the contractors whilst they are on site, monitoring the progress of the work and ensuring that work is carried out to the required standard, as appropriate.
- To ensure all contractors are shown the Asbestos Register prior to any work being undertaken.

Training:

- To undertake training/attend courses as appropriate to carry out site management/caretaking duties in a safe and efficient manner.

Health and Safety

The Governing Body's Finance & Premises Committee is responsible for monitoring Health & Safety within the school. The Site Manager will ensure relevant records are made available when requested and may be asked to attend committee meetings to contribute to discussion relating to school premises.

The site manager needs to be:

- Familiar with the health and safety policy, relevant risk assessments and codes of practice.
- Ensure all H&S policy requirements are met in terms of testing, checks, logs and record keeping.
- Carry out regular inspections of the boiler house.
- Ensure COSHH assessments are kept up to date, and data sheets are obtained for any new hazardous substances and an assessment made. Also, that any such information be made available to relevant personnel (e.g. contractors, service engineers, cleaners and own staff);
- Testing of fire bells, fire doors, emergency lighting, intruder alarms etc. is carried out at appropriate intervals (both in-house and under contract) with records kept;
- All door closers are checked, with records kept, to ensure that they are working properly once per term and that arrangements are made to rectify any defects immediately;
- Monitoring and upkeep of the Asbestos Register.
- Work with the SBM to organise any external assessments as required.
- Any other H&S obligations as determined by the Health & Safety Executive or London Borough of Hounslow.



Administration

- To place orders for items of housekeeping and ensure stock levels are maintained
- To complete an annual stock take for audit purposes at year end
- To order repairs and maintenance items following Crane Park Primary School's procedures
- To maintain a log of all inspections and checks carried out
- To establish and maintain a list of repairs/improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair and arrange for the training of members of your team on their safe use.
- To ensure mechanical equipment is inspected prior to each use, cleaned and topped up with oil as necessary
- To ensure power tools are inspected before use and passed 'fit for use'
- To prepare and maintain a schedule of routine and pre-emptive maintenance tasks, work and mandatory inspections
- To assist the Headteacher/SBM with tenders and obtaining quotes as required
- To plan and manage relevant services and contractors to ensure agreed standards are met for repairs, emergencies and general maintenance and that services are delivered on time and within budget.
- To carry out regular Health and Safety inspections and risk assessments either on his/her own or as part of a team
- To report all absences immediately to Headteacher/SBM
- To assist the school in managing the daily school re-cycling programme (e.g. paper recycling)

General:

- To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
- The Site Manager must move such items of school furniture as required in connection with the school and others users of the school premises with due regard to current Health & Safety and Lifting Handling regulations.
- To work as part of a team, with a proactive approach and a 'can do' attitude.
- To undertake any other broadly analogous duties as may be allocated from time to time.



Personal Specification

Qualifications & Experience		Essential / Desirable	Assessed at A/I
1	GCSE or equivalent qualification in English and Maths	E	A
2	Ability to communicate well verbally and in written English	E	A & I
3	Experience of working as part of a team in a busy environment	D	A & I
4	Facilities management experience in a school or similar setting	D	A
5	Experience of delivering a customer centered service	D	A & I
6	Experience of financial procedures	E	A/I
7	A good level of IT skills including email, Word and Excel	E	A & I
8	Willingness to take part in further training	E	A & I
9	Excellent communication skills – verbal and written	E	A & I
10	Experience and sound understanding of health and safety management operations and responsibilities	E	A & I
11	Experience of working wit a range of contractors on capital and/or maintenance projects	D	A & I
12	Practical building or maintenance skills	E	A & I

Knowledge & Understanding		Essential / Desirable	Assessed at A/T/I
1	Strong organisational, administrative and interpersonal skills.	E	I
2	Ability to work quickly and efficiently whilst under pressure with minimum supervision.	E	I
3	Ability to use own initiative to identify issues, problem solve and implement solutions.	E	I
4	Knowledge and experience of administration processes.	E	A & I
5	Knowledge of the education sector.	D	A
6	Being accurate and well organised in your approach to work including management of deadlines.	E	A & I
7	Ability to build effective rapport, persuade, motivate, negotiate and influence.	E	I
8	Ability to relate well to children, teachers, school staff, parents, visitors, governors.	E	I
9	Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.	E	I
10	Working knowledge of relevant policies/codes or practice/legislation	D	A & I
11	Knowledge of COSHH regulations	E	A & I
12	Knowledge of moving and handling procedures	E	A & I



Professional Values:

- Be committed
- Be consistent
- Honesty and reliability
- Sense of humour
- Ability to maintain a calm and professional manner when faced with challenging situations
- Have a flexible and adaptable approach to work and be willing to go the extra mile to get the job done for the benefit of our pupils, colleagues and for yourself
- Have a happy and positive attitude to the work you undertake
- Be positive and respond to situations in a calm, professional manner at all times
- Be collaborative, working in partnership with colleagues (both internally and externally) as part of an inclusive team
- Have a thirst for excellence and a relentless drive to achieve the best outcomes for our pupils
- The capacity and enthusiasm to learn, be self-motivated, reflective, creative and innovative in order to continuously improve
- To have a strong awareness of professionalism and respect for confidentiality
- At all times model good relationships, attitudes, behaviour
- To be able to self-evaluate your own performance, keep your own knowledge and skills up to date and participate in relevant training and CPD opportunities as required
- Smart, professional appearance
- Willingness to work flexible hours and to attend meetings outside of normal office hours
- A high level of commitment to safeguarding, inclusion and equality
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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. Crane Park Primary School is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

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, Data Protection

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

Safeguarding / Child Protection

*The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's named person for **Child Protection** is the **Headteacher**. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.*

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.



We have reviewed the contents of this job description to ensure a clear understanding of what is required in this post.

Print Name..... Dated:
(Headteacher/SBM)

Signed..... Dated:
(Site Manager)

The duties of this post may change and develop over time. The Headteacher will review this document periodically with the post holder (normally annually in the week allocated for Performance Management or a separate planning week) and propose amendments for consideration by the Headteacher when necessary. Any changes need to be authorised by the Headteacher..



Site Manager - Daily and weekly responsibilities

Responsibilities/ tasks	Frequency
Open/ close the school buildings and internal rooms	Daily
To supervise the school gate at the beginning and end of the school day – ensuring the safety of all stakeholders	Daily
Building and grounds checks	Daily
Early Years safety checks	Daily
Site safety check – monitoring different aspects each day e.g. door/window closers, emergency lights, ladders, fixings	Daily
Responding to requests from staff via Office	Daily
Moving deliveries - checking paper is available by photocopier	Daily
Water testing Inc. <ul style="list-style-type: none"> • Check boilers/water coolers are working • Flushing through of little used outlets • Temperature testing of hot and cold-water systems 	Daily Weekly Monthly
Recycling	Mondays
Rubbish	Fridays
To bleed radiators on a rolling programme	As required
Removing cover of sand pit each morning and raking sand	Daily - am
Sweeping/blowing early years areas/ leaf clearance	Daily in autumn
Keeping site tidy from weeds/rubbish	As required/ weekly
Play equipment checks- Visual/Documented	Daily/Weekly
Tree safety- visual inspection to identify/remove if possible broken/dead branches, especially after high winds	Annual and after high winds
Monitoring cleaning	Daily
Checking on outside hazards (daily check and more thorough checks)	Daily and weekly
Building maintenance checks	Weekly
Clocks check – make sure clocks are accurate	Weekly
Lighting checks	Daily
Emergency lighting checks	Monthly
Boiler room and heating	Weekly
Flooring and trip hazards	Weekly
Furniture and indoor equipment	Weekly
To patrol the site to check for hazards, damages and intruders.	Daily
To inspect replacement lighting equipment as necessary and to report on any replacements needed.	As required
To ensure that the school is adequately heated.	As required
To control the level of heating and ventilation throughout the buildings as required by the school.	As required
To act as porter for deliveries, furniture removals, or any other lifting tasks required by the school.	As required
To arrange for the disposal of redundant furniture and equipment in accordance with Borough procedures.	As required
To carry out a daily risk assessment of the grounds and check for rubbish, excrement hazards and in particular check the early years outside areas. Daily risk assessment form to be signed and completed.	Daily
To ensure that playgrounds, paths and driveways are in a satisfactory condition. This will include collecting leaves, weeding, watering plants, washing down blackboards, sweeping the playgrounds, removing any toys left out.	Daily
To clear snow and salt/grit key areas and paths as required.	As required
To deal with the results of vandalism, advising the School Business Manager on any necessary preventative measures or repair work needed.	As required



Empty bins	Daily
Clean hall floors and polish with machine	Weekly

This list is not exhaustive but gives an idea of the weekly timetable and how tasks can be divided up over the week.