



BISHOP WORDSWORTH'S CHURCH OF ENGLAND GRAMMAR SCHOOL

Job Description - Subject to Bishop Wordsworth's School's Contract of Employment.

• Title of Post:	Site Manager
• Salary:	Bishop Wordsworth's School Scale: J31 On-call and call-out allowances are payable in accordance with School policy
• Hours:	37 hours/week; 52 weeks/year
• Postholder:	Vacant

The Postholder reports to the Bursar.

Overview:

The Site Manager plays a crucial role in ensuring a safe, secure, and well-maintained environment for staff and students. Reporting to the Bursar, the post holder is responsible for the upkeep, security, and compliance of the school's buildings, grounds, and facilities. This is a dynamic role requiring strong problem-solving skills, the ability to manage competing priorities, and a proactive approach to site maintenance and development.

The Site Manager is expected to build and maintain strong working relationships with staff, contractors, and external service providers to maximise the potential of the school estate and to provide the best environment possible for students to learn. Compliance with health and safety regulations, school policies, and technical guidelines is essential.

The post holder will participate in the School's out-of-hours emergency response arrangements and may occasionally be required to attend site outside normal working hours to deal with security incidents, emergencies or urgent maintenance issues. Applicable on-call and call-out payments will be made in accordance with School policy.

Key Responsibilities:

1. Buildings and Site Maintenance

- Ensure the school's buildings, fixtures, and fittings are maintained to a high standard through both proactive and reactive maintenance.
- Develop, implement, and manage a Planned Preventative Maintenance (PPM) programme and structured maintenance schedule within available resources, balancing long-term asset preservation with operational priorities.
- Carry out minor repairs and improvements where appropriate.
- Oversee and coordinate contractors for larger maintenance and refurbishment projects, ensuring adherence to safety and security protocols.
- Ensure all contractors comply with safeguarding requirements, health and safety procedures and school policies.
- Review and authorise Risk Assessments and Method Statements (RAMS) and operate permit-to-work procedures where required.
- Manage the provision and continuity of essential utilities (water, gas, electricity, air conditioning, and ventilation).
- Monitor utility consumption and identify opportunities to improve energy efficiency, sustainability and environmental performance across the school estate.

- Oversee and monitor the effectiveness of the school's cleaning contract to maintain high hygiene and cleanliness standards. Hold the company to account, ensuring contract compliance and service quality.
- Provide line management to the Site Team, including arranging shift patterns and supporting business continuity arrangements.
- Undertake recruitment, induction, supervision, appraisal and performance management of the Site Team.
- Oversee the upkeep of outdoor areas, including gardens, playgrounds, on the main site and Bishopgate.
- Provide portage services, including coordinating and undertaking the movement of furniture and equipment required for school activities and events.

2. Security, Fire Safety, and Health & Safety

- Manage the routine and emergency opening and closing of school premises, either personally or by delegating responsibility as required.
- Act as the primary responder to fire and intruder alarms, liaising with emergency services and leadership as necessary.
- Ensure all fire safety systems, emergency lighting, and monitoring equipment are regularly tested and maintained.
- Manage the implementation of Fire Risk Assessment recommendations, maintain associated records and support the periodic review process, ensuring compliance with fire safety regulations.
- Lead and coordinate fire evacuation drills and ensure that all actions arising from fire risk assessments are completed within agreed timescales.
- Register as a primary key holder and act as the first point of contact for emergencies until a Leadership Team member assumes control, if necessary.
- Develop, review and monitor risk assessments for Site Team activities.
- Carry out COSHH assessments for hazardous materials used by the Site Team.
- Ensure all statutory premises compliance checks are completed, recorded, and prepared for audits and inspections, covering areas such as legionella, asbestos, fire safety, gas safety, and electrical compliance.
- Maintain all compliance records, certificates, servicing schedules and statutory documentation in a format suitable for audit, inspection and governance review.
- Champion a positive health and safety culture across the school estate.

3. Financial Management

- Manage budgets related to building maintenance, repairs, and cleaning supplies, ensuring cost-effective procurement and expenditure tracking.
- Prepare annual maintenance plans and cost forecasts for inclusion within the School's budgeting process.
- Raise and approve purchase orders and invoices via the school finance portal, ensuring financial compliance and resource efficiency.
- Provide periodic meter readings required by utility companies and enter details on customer portals accordingly

4. Emergency Response & Incident Management

- Address or coordinate the resolution of urgent maintenance issues such as blockages, leaks, floods, fires, and breakages.
- Undertake or arrange the cleanup of spills, sickness, and waste in line with hygiene and safety protocols.
- Respond to electrical, gas, and water emergencies, making the area safe and liaising with the Bursar as needed.
- Lead site operational response planning for adverse weather conditions including snow, ice, flooding and severe weather to ensure the school can operate safely and effectively.
- Arrange for the repair or temporary securing of broken windows, doors, and other damaged facilities.
- Ensure emergency services have appropriate site access during incidents and assist as needed to secure the premises afterward.

5. Event Support & Lettings Management

- Provide operational and facilities support for major school events, including Prize Giving, Carol Service, Founder's Day, Public Examinations, and other key events.

- Manage external use (lettings) of school facilities, ensuring compliance with safeguarding, health and safety, security and contractual requirements.
- Oversee site access and locking up procedures for external events, ensuring site security and compliance.
- Use the Evolve system to manage and coordinate school events efficiently.

6. Estates Development and Asset Management

- Support the Bursar in the development and implementation of the School's estates strategy.
- Contribute to long-term asset management planning to ensure buildings, infrastructure and facilities remain fit for purpose.
- Support the delivery of capital projects and refurbishment programmes from planning through to completion.
- Participate in condition surveys and provide recommendations on estate investment priorities.

7. Training and Development

- Ensure the Site Team remains up to date with relevant training and compliance requirements.
- Participate in relevant training to stay updated on best practices and compliance requirements.
- Provide coaching, mentoring and training to Site Team staff, promoting continuous improvement and professional development.

8. General Responsibilities

- Conduct periodic tours of the site with Bursar, Leadership Team and/or governors to assess emerging issues and priorities.
- Ensure compliance with all relevant laws, regulations, and school policies related to facilities management and site operations.
- Undertake any other reasonable duties as required to support the smooth operation of the school's estate.

Professional Conduct

- Ensure all contractors, visitors and external users of the site comply with the School's safeguarding procedures and are appropriately supervised when on site.
- Be aware of and responsive to the changing nature of BWS, adopt a flexible and pro-active approach to work and contribute to a range of cross-school initiatives to facilitate the delivery of key business objectives.
- Participate in BWS developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post as far as appropriate within their job role.
- Ensure compliance with all BWS policies, procedures and regulations.
- Give notice of any absence in line with the BWS's Absence Management Policy.
- Work within any legislation to which the school is bound by law.
- Take responsibility to promote and maintain a safe and healthy environment for yourself, other staff and students.

Essential

- Experience in site, facilities or estates management.
- Experience managing contractors and service providers.
- Knowledge of Health & Safety legislation.
- Experience of risk assessments, COSHH and fire safety management.
- Experience managing staff.
- Budget management experience.
- Good IT skills.
- Ability to undertake minor maintenance repairs.
- Ability to respond to emergencies outside normal working hours.
- Full UK driving licence.

Desirable

- Experience working in a school environment.
- IOSH Managing Safely qualification.
- NEBOSH qualification.
- Experience of compliance management software.
- Project management experience.
- Understanding of asbestos and legionella compliance

In addition, the Postholder may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibility of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This job description shall be subject to (at least) annual review and any changes shall be determined by consultation between the Postholder and the HR manager or Bursar for this purpose in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.

Safeguarding

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Date		Signed (Postholder)	
Date		Signed (Head Master)	