



North Downs Primary School



Site Manager Job Description

Responsible to: Headteacher

Hours: 37 hours per week, all year round (with flexibility to support school events and emergency call-outs)

Location: North Downs Primary School (across all three sites)

Grade: Surrey Pay Grade 5.6

Job Purpose

To provide effective operational management of the school's three sites, ensuring that buildings, grounds and facilities are safe, secure, clean, well-maintained and fully compliant with statutory requirements. The Site Manager will play a key role in maintaining a positive learning environment for pupils, staff and visitors, whilst coordinating contractors, overseeing premises projects and supporting the day-to-day running of the school.

Key Responsibilities

Site Security	• Act as a key holder for all school sites. • Open and close sites as required. • Ensure buildings and grounds are secure at all times. • Respond to security alarms and emergency call-outs. • Manage access arrangements for contractors, visitors and hirers.
Health, Safety and Compliance	• Support the school's Health and Safety culture and ensure compliance with relevant legislation. • Carry out and record routine health and safety checks. • Monitor and maintain statutory compliance records, including: • Fire safety checks • Water hygiene monitoring • Swimming pool water maintenance records • Asbestos management arrangements • Emergency lighting checks • Playground inspections • Legionella control measures • Ensure hazards are identified, reported and addressed promptly. • Support risk assessment processes across the school. • Ensure all premises and facilities operate in accordance with relevant health and safety regulations and guidance.
Premises Maintenance	• Undertake general maintenance, repairs and decorating where appropriate. • Carry out routine inspections of buildings, grounds and equipment. • Report and coordinate specialist repairs. • Maintain heating, lighting and security systems. • Ensure classrooms and shared areas remain safe and fit for purpose. • Lead on site preparations following severe weather events.

Grounds Management	• Oversee the presentation and upkeep of the school grounds. • Monitor external contractors responsible for grounds maintenance. • Ensure outdoor learning spaces, play areas and sports facilities are safe and well maintained. • Support the school's commitment to outdoor learning and environmental sustainability.
Swimming Pool Management	• Oversee the day-to-day management, operation and maintenance of the school swimming pool. • Carry out and record routine pool water testing in accordance with health and safety and hygiene requirements. • Monitor and maintain appropriate chemical levels and water quality standards. • Ensure pool plant equipment is operating effectively and arrange repairs and servicing as required. • Maintain accurate records of testing, maintenance, servicing and compliance checks. • Coordinate specialist contractors for pool maintenance, inspections and repairs. • Ensure the pool environment, changing facilities and surrounding areas are safe, clean and well maintained. • Support compliance with all relevant legislation, guidance and risk assessments relating to swimming pool operation. • Report and respond promptly to any defects, hazards or water quality concerns. • Support the safe operation of swimming lessons and other approved pool activities.
Contractor and Project Management	• Arrange and supervise contractors working on site. • Ensure appropriate safeguarding and health and safety procedures are followed. • Monitor service agreements and maintenance schedules. • Support capital improvement and refurbishment projects. • Obtain quotations and contribute to premises planning and budgeting.
Cleaning and Facilities	• Monitor cleaning standards across all sites. • Work alongside cleaning contractors and school staff to maintain high standards of cleanliness. • Manage waste disposal and recycling arrangements. • Coordinate furniture moves and room setups for school events.
Safeguarding	• Understand and comply with safeguarding and child protection procedures. • Ensure contractors and visitors follow safeguarding expectations. • Immediately report any safeguarding concerns in line with school procedures. • Contribute to maintaining a safe environment for all pupils.
Transport Between Sites	• Travel regularly between the school's three sites. • Prioritise work across sites to ensure consistency and parity of standards. • Coordinate maintenance schedules to minimise disruption to learning.
Other Duties	• Participate in relevant training and professional development. • Contribute to the school's ethos and values. • Undertake any other duties commensurate with the grade and responsibilities of the post.