



Site Manager Job Description

Job Title: Site Manager

Grade of Post: Grade 6

Hours of Work: Full Time (37.5 hours a week)

Responsible to: Trust Risk & Facilities Manager and Trust Projects & Facilities Manager

Purpose of the Job:

To provide maintenance support for the school.

Objectives:

- Opening/closing of school building
- General buildings/equipment/grounds maintenance
- Ad hoc repairs
- Complete regular in house maintenance
- Report fire safety / health & safety issues
- Meet contractors and give access to relevant areas

Other Responsibilities:

- Attend relevant meeting and participate in training and other professional development activities
- Assist with cleaning where needed
- Report fire safety / health & safety issues
- Any other items requested by the Trust Premises Officer or Head of School

Conditions of Employment:

- These duties are neither exclusive nor exhaustive and the postholder may be required to undertake other duties and responsibilities without changing the general character of the post in order to meet the needs of the school and as directed by the EP/HoS
- The post is subject to Pay and Conditions and to other locally agreed conditions of employment
- The post holder duties must be carried out in compliance with XP's Equal Opportunities and Health and Safety at Work Act (1996) requirements.