

Role Profile

Site Manager

Location: Southbank Hampstead

Function/Department: School Facilities

Reporting To: Facilities Manager

What you'll be doing

Role purpose

The Site Manager is responsible for the high-quality supervision of the site and the maintenance and security of the buildings in line with current compliance requirements. The role includes operational management of the site during term time and holidays, as well as strategic and operational liaison with the Campus Management Team and Facilities Manager to ensure timely repairs and future development of the site.

Values

- Respect, practise, and actively promote the school mission statement and its core values.
- Respect and practise the philosophical and pedagogical values of the International Baccalaureate with staff, students, and parents.
- Act decisively against individuals who behave contrary to the values of the IB and the school.
- Participate in the wider life of the school.
- Promote the progress and welfare of individual students and remain fully familiar with school policies and procedures on pupil welfare, health, and safety.

What you will be doing

Health and Safety

- Ensure full compliance is maintained across the site, including with contract staff.
- Adhere to and actively promote all Health and Safety policies.
- Meet weekly with the Facilities Manager to discuss facilities and health and safety issues.
- Serve on the Health and Safety cross-campus committee.
- Inform the Principal or Deputy Principal immediately of any potential dangers.
- Ensure your whereabouts on and off-site are always known.
- Adhere to the Lone Working Policy.
- Complete monthly checks on the Green Top and EC play areas with PE and EC team leaders.
- Visually check that fire routes are clear.
- Undertake and log regular fire drills and amber alerts.
- Carry out regular fire alarm and water-management tests in line with best practice.
- Oversee replenishment of SaniBins with the waste contractor.
- In severe weather (e.g., heavy snow), arrive on site by 07:00 and report road conditions to the Executive Principal.

Compliance, Servicing and Routine Procedures

- Record-keeping and servicing arrangements must ensure all equipment and facilities remain compliant with required standards and the school's Health & Safety policy, including:
 - Fire systems (including weekly call-point testing).
 - Security systems (intruder, CCTV, access control).
 - Chlorination and water management, including temperature testing.
 - Portable Appliance Testing (PAT).

- Fixed-wire testing.
- Boiler servicing.
- Ladder log maintenance.
- Playground equipment checks.
- Washroom services.
- Pest control.

Refuse Collection

- Ensure cleaners separate recycling from general waste.
- Ensure rubbish and recycling are collected; liaise with the council if issues arise.
- Arrange special collections as needed.

Cleaning Team

- Monitor cleanliness standards across the school.
- Manage the school cleaning team.
- Liaise with external contractors and ensure full compliance.

Security of Premises and Contents

- Open the school at 07:30 and liaise with cleaning staff regarding evening security, including alarm setting and building lockdown.
- Attend out-of-hours alarm activations and liaise with Key Holding Service, Police, Principal, and Facilities Manager as necessary.
- Secure valuable hardware with the IT Manager during weekends and holidays.
- Ensure windows are secured and locked.
- Manage parking issues including trespass and unauthorised parking.
- Carry out emergency repairs or oversee contractors as agreed with the Facilities Manager.
- Promote best-practice visitor security procedures.
- Maintain duplicate sets of keys for all rooms and equipment.

General Building Responsibilities

- Liaise with the Facilities Manager, Deputy Principal, or Principal to ensure repairs, maintenance, and cleaning are completed to a high standard.
- Ensure contractor work is completed to a high standard, meets deadlines, and complies with safe working practices.
- Oversee, and when necessary undertake, daily school cleaning and maintenance.
- Liaise with Netherhall Education Establishment (NEA – landlords) and contractors.
- Facilitate and organise hall setups as required.

Heating

- Operate heating and hot-water systems and ensure compliance.
- Carry out routine maintenance on boilers, pumps, and sump pumps, liaising with the Facilities Manager as needed.
- Implement frost precautions.
- Arrange heating equipment for external buildings as required.
- Know the location of main stopcocks, valves, and mains electricity breakers.
- Ensure safety precautions in boiler rooms.

Electrical Installations

- Replace tubes, shades, and starters as required.
- Maintain high-level lighting (using approved equipment).
- Inspect electrical fittings and arrange contractors to address defects.
- Undertake basic PAT testing and arrange full PAT testing to ensure compliance.
- Maintain a log of electricity usage.

Energy Conservation

- Implement agreed school policies on energy conservation.
- Promote energy-efficient practices.
- Switch off unnecessary lighting during the day and ensure all lighting is off at the end of the day.
- Ensure classroom doors to the outside remain closed.

Maintenance Work

- Carry out or arrange contractors for general repairs and maintenance (training provided where required).
- Perform floor maintenance and carpet shampooing with cleaning staff.
- Clean windows, door panels, lights, shades, and diffusers.
- Replenish toilet supplies with cleaning staff.
- Clean up vomit and toilet accidents following best practice.
- Order and maintain adequate stock of materials.
- Perform agreed non-contractor cleaning duties.
- Check and regulate clocks.
- Carry out classroom moves and organise crate hire.
- Plan and execute summer vacation works with Facilities Manager, Principal, and Deputy Principal.
- Organise additional labour for summer works as required.

Outside Areas

- Maintain high standards of school frontage and communal areas.
- Ensure upkeep of outside areas.
- Inspect buildings' exterior fabric, fencing, and grounds; report defects and arrange repairs.
- Maintain garden areas with the gardening contractor.
- Clean gullies, gutters, and downpipes with a competent contractor.
- Clean hard play areas and paths; jet-wash when necessary.
- Keep access paths safe during snow, frost, or flooding.
- Grit or clear ice according to policy.
- Clear wet or dead leaves.
- Address external graffiti.
- Keep the school litter-free.
- Undertake periodic drain cleaning.
- Rod manholes in emergencies and contact contractors as needed.

Emergencies

- Repair burst pipes, leaks, flooding, and breakages with contractors where necessary.
- Arrange contractors for electrical, gas, water, or installation emergencies; make the area safe initially.
- Call emergency services as required.
- Ensure clear access for emergency services and assist where necessary.

Porterage

- Receive and deliver items to appropriate areas (excluding contractor or high-risk specialised materials).
- Arrange movement of furniture and heavy equipment with reasonable notice.
- Support movement of PE equipment, Unit of Inquiry boxes, furniture changes, and event setups.

Other Duties

- Complete reasonable overtime as required.
- Drive school vehicles when needed.
- Arrange or support catering as required with the Principal's PA.
- Support the PTA as necessary.
- Conduct minibus visual checks daily and weekly inspections.
- Perform any other duties required by the Deputy Principal, Principal, or Facilities Manager appropriate to the role.

Charteris Sports Centre

- Maintaining compliance-related records and servicing.
- Ensuring maintenance is carried out in line with HS legislation and best practice.
- Providing cover for the Kensington Site Manager when needed.
- Ensuring equipment and facilities meet required standards and Health & Safety policy, including:
 - Fire systems (weekly call point testing, drills).
 - Security systems (intruder, CCTV, access control).
 - Chlorination and water management.
 - PAT testing.
 - Fixed-wire testing.
 - Boiler servicing.
 - Ladder log.
 - Playground equipment.
 - Washroom services.
 - Lockdown drills.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

What you'll bring

Essential	Desirable
<p>Skills</p> <ul style="list-style-type: none">• Understanding of safe working practices for mechanical, electrical, and heating services and for working at heights.• Understanding of site-security issues, including alarm systems, security vigilance, key retention, and consistent locking procedures.• Understanding safe and proper levels of heating, lighting, and ventilation.• Awareness of confidentiality.• Willingness to undertake training.• Ability to resolve on-site issues under pressure.	<p>Skills</p> <ul style="list-style-type: none">• Ability to interpret and apply regulations (Health & Safety, manual handling, etc.).• Excellent verbal and written communication skills with stakeholders, contractors, and visitors.• Ability to organise own work effectively and manage a small team.
<p>Qualifications</p> <ul style="list-style-type: none">• Good numeracy, literacy, and ICT skills; good spoken English.• Recognised, relevant, and up-to-date premises or Health & Safety qualifications (IOSH, NEBOSH, COSHH), or willingness to train.	<p>Qualifications</p> <ul style="list-style-type: none">• Trade qualification such as electrician or plumber.• Evidence of recent and relevant training.
<p>Experience</p> <ul style="list-style-type: none">• Proven experience in site management, including building maintenance, repairs, and refurbishment.• Experience using small industrial, electrical, plumbing, or mechanical equipment.• Experience prioritising tasks.	<p>Experience</p> <ul style="list-style-type: none">• Knowledge of UK construction safety legislation (COSHH, asbestos management, risk assessments).• Understanding of building systems, construction methods, and building regulations.• Competence in basic building repairs and maintenance.

Key Stakeholders you'll be working with

- **Internal:** Staff, students, contractors, Facilities team.
- **External:** Visitors, suppliers, contractors.

To be signed and dated by employee:

Signed:

Name (print):

Date:

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