



Longbenton High School

Job Description

Job Title	Facilities & Site Manager
Salary	Grade 8
Contract	Permanent 1 post x 37 hours per week. Full Time. Grade 8 (APT & C Pt 23 £34,434 pa - Pt 27 £38,220 pa) Working hours Monday to Thursday 8am - 4pm, Friday 8am - 3.30pm
Responsible to	Business Manager
Date of job description	January 26
Start date	16th March 2026

Primary purpose of the role & key responsibilities

The Site Manager is responsible for the safe, secure, and efficient operation of the school site. Working within a PFI (Private Finance Initiative) building, the post holder will act as the school's primary on-site representative for facilities matters, ensuring effective coordination with the Local Authority, Education Funding Agency (EFA), Galliford Try and associated subcontractors. The role includes direct line management of cleaning and caretaking staff, ensuring high standards of cleanliness, safety, security, and site presentation are maintained. There may be occasions when the Site Manager is required to undertake or support minor site maintenance tasks, including basic repairs and proactive checks, to ensure the site remains safe, functional, and presentable at all times.

Main responsibilities/duties

Leadership & Line Management

- Line manage cleaning and caretaking staff, including recruitment, induction, training, supervision, and performance management.
- Develop and manage staff rotas to ensure adequate site cover during school hours, events, and holidays.
- Monitor attendance, manage sickness absence, and conduct return-to-work meetings.
- Carry out appraisals and support staff development in line with school policies.
- Ensure all staff understand and comply with safeguarding, health and safety, risk assessments and PFI site procedures.

- Provide pre-agreed holiday cover of caretaking staff including an early (05:30 - 13:30) or late shift (13:00-21:00) periodically.

Site & Facilities Management

- Oversee the day-to-day operation of the school site, ensuring buildings and grounds are safe, secure, clean, and well maintained.
- Monitor the condition of the premises and report defects via the PFI helpdesk in accordance with contract procedures.
- Act as the main on-site contact for Galliford Try.
- Develop, plan and manage site projects with external contractors or facilities management providers.
- Lead on the preparation and setup of rooms and facilities for internal and external examinations, ensuring compliance with exam board requirements and school procedures.
- Support monitoring of PFI performance standards and escalate concerns to senior leaders as required.
- Transport students and drive the mini-bus for school trips and on an ad-hoc basis.

Health, Safety & Compliance

- Ensure compliance with all relevant health and safety legislation, school policies, and PFI requirements.
- Maintain site risk assessments, COSHH documentation, and safe systems of work for site maintenance, caretaking and cleaning activities.
- Conduct regular site inspections and ensure remedial action is taken promptly.
- Support fire safety management, emergency planning, and evacuation procedures.

Security & Safeguarding

- Manage site security arrangements, including unlocking and locking procedures, alarm systems, CCTV (where applicable), and access control.
- Supervise contractor access to site, ensuring safeguarding protocols and permit-to-work systems are followed.
- Ensure caretaking and cleaning staff understand and apply safeguarding responsibilities at all times.

Cleaning, Grounds & Porterage

- Ensure high standards of cleanliness throughout the school by supervising cleaning staff and monitoring performance.
- Oversee grounds maintenance and ensure external areas are safe and presentable.
- Coordinate porterage duties including room setups, furniture movement, deliveries, and school events.

Contractor & PFI Liaison

- Coordinate access for Galliford Try and subcontractors, ensuring minimal disruption to teaching and learning.
- Monitor works on site for quality, safety, and compliance with safeguarding requirements.
- Attend PFI meetings where required and provide operational feedback to senior leadership.

Financial Management & Resource Procurement

- Manage site-related budgets in line with delegated authority and school financial procedures

- Prepare costings and forecasts for site projects, maintenance works, and resource requirements
- Source supplies, order equipment, materials, and consumables in coordination with the Finance Officer to ensure value for money and budget compliance.

Out-of-Hours Lettings Management

- Manage and coordinate out-of-hours lettings, including bookings, access arrangements, and site supervision.
- Ensure facilities are prepared for lettings and returned to required standards following use.
- Liaise with external hirers to ensure compliance with school policies, safeguarding, and health and safety requirements.
- Monitor lettings usage and report issues or concerns to senior leadership.

Administration & Communication

- Maintain accurate records relating to site inspections, defects, incidents, and compliance checks.
- Communicate effectively with school staff regarding site issues, planned works, and cleaning or caretaking arrangements.
- Use PFI helpdesk systems and school management systems confidently and accurately.
- Demonstrate strong IT skills, including effective use of email, school management information systems (MIS), and Google Drive for document management, record keeping, and information sharing.
- Maintain digital filing systems and ensure documentation is stored securely and in line with data protection requirements.

Safeguarding

- Demonstrate a commitment to keeping young people safe.
- Report any disclosures made using BROMCOM.

General

- Maintain positive relationships and work together as a team with colleagues.
- Promote a culture of inclusion and acceptance of all students.
- Contribute to the overall ethos and aims of the school and uphold the school values.
- Comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- Comply with, promote and act in accordance with all school policies.
- Undertake CPD relevant to the post and whole staff training, as required.

Person Specification			
Selection criteria	Essential	Desirable	How assessed
EDUCATION & TRAINING	<ul style="list-style-type: none"> → Excellent literacy and numeracy skills 	<ul style="list-style-type: none"> → GCSE or other level 2 qualification in English and mathematics → Relevant health and safety qualification (e.g. IOSH, NEBOSH, working at heights, fire safety, first aid or equivalent). 	<ul style="list-style-type: none"> → Application Form → References → Interview
EXPERIENCE	<ul style="list-style-type: none"> → Experience of site, premises, or facilities management. → Experience of line managing staff, including cleaners and/or caretakers. → Working knowledge of health and safety legislation and safe systems of work. → Experience liaising with external contractors or facilities management providers, including within a PFI or similar arrangement. 	<ul style="list-style-type: none"> → Experience of site, premises, or facilities management, ideally within a school or similar environment. → Experience using electronic helpdesk or facilities management systems. → Experience in planning and managing a project with external contractors or facilities management providers, including within a PFI or similar arrangement. 	<ul style="list-style-type: none"> → Application Form → References → Interview
SKILLS	<ul style="list-style-type: none"> → Ability to lead, motivate, and manage a site team effectively. → Strong organisational skills with the ability to prioritise workload and respond to issues as they arise. → Good communication skills and the ability to work effectively 		<ul style="list-style-type: none"> → Application Form → References → Interview

	<p>with staff, students, contractors, and senior leaders.</p> <ul style="list-style-type: none"> → Positive interaction with students → Ability to manage site security and respond calmly and effectively to emergencies. → Organisational and communication skills → Good IT skills 		
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> → Reliable, proactive, and able to work independently. → Professional approach with a strong sense of responsibility and accountability. → Commitment to maintaining high standards of cleanliness, safety, and site presentation. → Commitment to safeguarding and promoting the welfare of children and young people. 		<ul style="list-style-type: none"> → Application Form → References → Interview
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> → Fully supported references → Suitability to work with children (Enhanced DBS) → Full UK driving licence with no endorsements 		