



JOB DESCRIPTION

Post title:	Site Manager (Sedgefield Cluster)
Academy:	Laidlaw Schools Trust Central Estates Team
Reporting to:	Estates Business Partner
Salary/pay range:	NJC Scale 5 point 12 to 17 (£28,598- £31,022)
Hours of work:	Full-time, 37 hours per week

Job purpose

The Site Manager is a key role within the wider Estates Team, leading the day-to-day operational estates and facilities management of both academies within the Sedgefield Cluster. Reporting to the Estates Business Partner, the postholder is responsible for maintaining high standards across both sites, ensuring the Trust's estate is safe, compliant, efficient and fit for purpose.

The postholder will lead the Site Team, including Site Supervisors, Site Assistants and Cleaners, ensuring the effective delivery of estates and facilities services across both academies. Responsibilities include planned and reactive maintenance, statutory compliance, health and safety, site security, contractor management, procurement activities and the coordination of site services to support the day-to-day operation of the academies.

Working closely with Principals, Business/Operations Managers, Estates Business Partner and central Trust teams, the postholder will support short and long-term estate planning, ensure the consistent implementation of Trust policies and procedures, and contribute to the delivery of a safe, sustainable and high-quality learning environment for pupils, staff and visitors.

The role is based within the Sedgefield Cluster and may occasionally require travel across the North East to provide operational support to other academies and contribute to Trust-wide estates initiatives and best practice.

Main duties and responsibilities

The Site Manager is responsible for the operational delivery of estates, facilities, compliance and site services across both academies within the Sedgefield Cluster. The duties outlined below are indicative of the responsibilities of the post and are not exhaustive. Additional duties of a similar level may be required from time to time.

Site Manager

- Build strong working relationships with Principals, Business/Operations Managers and Trust colleagues, providing estates and facilities expertise to support operational and strategic planning.
- Support the Estates Business Partner in prioritising estates needs in line with compliance requirements, Trust priorities and available resources.
- Provide day-to-day leadership, supervision and line management of Site Supervisors, Site Assistants and Cleaners.
- Support less experienced colleagues in prioritising workloads and managing conflicting demands.

Estates and Facilities Management

- To ensure that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site facilities.
- Ensure statutory and preventative maintenance schedules are delivered and evidenced including daily inspections of the academy buildings and grounds, to proactively identify and report hazards and repairs.
- Ensure that the premises are open for use both during school hours and any extended provision and ensure the security of the building at the end of occupancy.
- Coordinate and supervise the cleaning programme for both academy buildings including rotas and staff deployment.
- Monitor helpdesk activity and allocate maintenance requests, ensuring timely resolution, accurate record keeping and clear communication.
- Monitor utility consumption and support the efficient operation of heating, lighting and building systems to promote energy efficiency and value for money
- Liaise with outside agencies, for example contractors, suppliers and service providers, ensuring records and certifications are maintained.
- Support the safe operation of academy lettings, community use and academy events, ensuring facilities are prepared and operated in accordance with Trust procedures
- Safely undertake or arrange minor repairs and maintenance as needed.
- Ensure all waste removal and recycling is carried out by the Site Team in accordance with relevant policies, guidance and legislation
- Coordinate winter maintenance arrangements, including gritting, snow clearance and adverse weather preparations to maintain safe access across academy sites
- Coordinate safe and efficient portage services, managing internal relocations and event preparations as required by the academies.
- Working alongside the Estates Business Partner, produce and manage yearly plans outlining structural maintenance, repairs, grounds maintenance, alterations/improvements, site cleaning and servicing requirements.
- Provide regular updates to academy leaders and the Estates Business Partner on estates priorities, risks and service delivery performance.
- Promote sustainability and energy-efficiency initiatives across sites

Security

- Ensure academy buildings and grounds are secure at all times, including effective opening, closing and locking arrangements.
- Act as a primary keyholder, responding promptly and professionally to security breaches, alarm activations and emergency call-outs, liaising with emergency services where required.
- Monitor and maintain site security systems, including alarms, CCTV, access controls, locks and perimeter security measures.
- Support the safe management of visitors, contractors and academy users, ensuring compliance with site access and safeguarding requirements.

Health & Safety, Compliance & Risk

- Assist the Estates Business Partner in leading health & safety implementation across the academies, ensuring compliance with Trust policies and statutory duties.
- Manage the completion and quality assurance of statutory inspections, risk assessments and compliance records, ensuring documentation is complete, accurate, audit-ready and available for inspection
- Support internal and external compliance audits, inspections and reviews, ensuring statutory certification and evidence is available when required
- Support incident reporting, emergency planning and communication of essential safety information.

- Promptly escalate significant operational, compliance, financial or health and safety risks to the Estates Business Partner and academy leadership as appropriate
- Support the development, implementation and testing of business continuity and emergency planning arrangements across the academies
- Regularly inspect and monitor the effectiveness of fire safety equipment including portable fire safety equipment, fire alarm systems, emergency lighting, fire exits and signage.
- Monitor and update COSHH assessments and ensure appropriate training and PPE usage by all site staff.
- Ensure water hygiene and Legionella control measures are implemented, monitored and recorded in accordance with approved procedures and statutory guidance
- Support the implementation and monitoring of asbestos management plans and ensure all contractors comply with asbestos control procedures
- Promote a strong health and safety culture across estates and academy teams.

Capital Projects & Programme Support

- Support the delivery of capital projects, lifecycle works and estate improvements by providing site coordination and stakeholder communication.
- Assist with project prioritisation and development of capital plans.
- Monitor contractor performance, quality of workmanship and compliance with safeguarding, health and safety, security and site access requirements whilst working on academy premises

People Leadership & Team Development

- Provide leadership, direction and performance oversight to Site Supervisors, Site Assistants and cleaners, ensuring clarity of expectations and consistency across sites.
- Drive continuous improvement in estates processes, compliance management and customer service.
- Ensure effective communication with the site team through regular briefings, supervision and training activities
- Contribute to Trust-wide initiatives, systems enhancements and policy updates.
- Lead the training, induction and development of estates staff and promote shared best practice.
- Manage sensitive or complex issues professionally with clear and effective communication.

Finance, Budgeting & Value for Money

- Support the Estates Business Partner in obtaining quotations, raising purchase orders and undertaking procurement activity in accordance with Trust financial regulations, procurement procedures and value-for-money principles.
- Maintain appropriate procurement and contract records to support audit and compliance requirements.
- Manage the estates related contracts for the academies in consultation with the Estates Business Partner, in line with good contract management principles and Trust policies.

Workload Management & Ways of Working

- Work in a fast-paced environment with frequent conflicting priorities, ensuring strict deadlines are met.
- Respond effectively to short-notice changes in demand to deliver high-quality outcomes.
- Maintain effective workload organisation across the site team, particularly during peak periods.
- Work flexibly to support individual and team objectives.

Professional Development & Compliance Awareness

- Keep up to date with relevant legislation, guidance and best practice including but not limited to the Good Estates Management for Schools framework, Health and Safety at Work Act, Management of Health and Safety at Work Regulations, Regulatory Reform (Fire Safety) Order, Control of

Substances Hazardous to Health (COSHH), Control of Asbestos Regulations, School Estate Management Standard, Education (School Premises) Regulations, ensuring any changes are implemented.

- Take responsibility for ongoing professional development to meet the changing needs of the Trust.

Other duties

- Carry out any other duties in accordance with the expectations of this level at the reasonable request of your line manager.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.