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NOTTINGHAM HIGH SCHOOL

Highfields
Independent School & Day Nursery

JOB DESCRIPTION

Position:	Site Manager
Place of work:	Highfields School Site, Newark NG24 3AL
Hours:	7.00am – 10:00am - 3:00pm – 7:00pm, (Monday to Friday) Term Time 8:00am – 4:30pm during school holidays 52-week
Salary:	£27-30k full time,
Responsible to:	Operations Manager / Estates Manager
Responsible for:	n/a

Primary Purpose

To manage, maintain and develop the School's buildings, grounds and facilities, ensuring they are safe, secure, fully compliant and maintained to a high standard. The Site Manager will be responsible for the effective operation of the premises, management of maintenance budgets, contractor supervision, statutory compliance and the provision of a safe and welcoming environment for pupils, staff, visitors and the wider community.

Principal Objectives

Health, safety and hygiene:

- To comply with the School's Health and Safety Policy at all times and promote a positive health and safety culture throughout the School.
- To undertake inspections, reactive repairs and planned preventative maintenance as part of the School's maintenance programme.
- To complete and review risk assessments relating to premises and site management activities in support to the Operations Manager.
- To support the review, implementation and monitoring of Health and Safety policies and procedures in support to the Operations Manager.
- To ensure compliance with all statutory premises-related requirements, including fire safety, water hygiene, asbestos management and building safety regulations in support the Operations Manager.
- To maintain accurate records of inspections, testing and compliance activities in conjunction with the Compliance Manager.

Work Performed and/or Key Result Areas:

As Site Manager you will undertake responsibility for the following areas:

- Manage the day-to-day operation, security and maintenance of the school site.
- Carry out and coordinate minor repairs and maintenance to buildings, fixtures, fittings and equipment.
- Develop and maintain a planned preventative maintenance programme in support to the wider Estates Group.
- Ensure the School premises and grounds are presented to the highest possible standard.
- Oversee heating, lighting, ventilation and domestic hot water systems and ensure they operate efficiently.
- Manage energy consumption and identify opportunities for improved efficiency and cost savings.
- Support the preparation of facilities for School events, lettings and community activities.
- Monitor the condition of buildings and identify priorities for repair, replacement and improvement projects.

Duties Relating To Specialist Skills:

- Act as a key holder and respond to emergency call-outs relating to alarms, intruders, floods, adverse weather or other site emergencies.
- Maintain knowledge of the location and operation of valves, stop taps, electrical isolation points, plant equipment and building management systems.
- Carry out routine inspections and checks of alarms, plant and ancillary equipment, reporting defects and arranging remedial action as required.
- Ensure plant rooms, workshops, storage areas and caretaking facilities remain clean, organised and compliant.
- Manage deliveries and ensure materials and equipment are stored safely.
- Ensure caretaking and maintenance equipment is maintained in a safe and serviceable condition.
- Liaise with contractors, monitor standards of work and ensure compliance with safeguarding and health and safety requirements.
- Ensure external hard surfaces, artificial and natural play areas, pathways and access routes are maintained and kept safe.
- Carry out gritting, snow clearance and winter maintenance activities where required.
- Attend training and development activities appropriate to the role.
- Keep knowledge and skills up to date and support continuous improvement in site management practices.
- Undertake any other duties reasonably required by the school.

Responsibilities

Finance:
The postholder will be responsible for managing the school's premises and maintenance budget within agreed limits with the Operations & Estates Manager. This includes obtaining quotations, monitoring expenditure, maintaining financial records, ensuring value for money and supporting procurement processes in accordance with School procedures.

The postholder will identify maintenance priorities, contribute to annual budget planning and make recommendations regarding premises expenditure, repairs, refurbishment and compliance requirements.

Equipment, tools and materials:
Responsibility for ensuring that tools, equipment, machinery and maintenance resources are maintained, inspected and used safely. Responsibility for reporting defects, arranging repairs and ensuring appropriate servicing and certification where required.

Indirect responsibility for hand and power tools, ladders, access equipment, site machinery, maintenance materials and premises-related assets.

Interaction with others:
Regular contact with immediate colleagues, with students, teaching and support staff, contractors and visitors to the School.

Freedom of Action/Authority to Take Decisions:
The Operations & Estates Manager allocates tasks on a regular basis is generally available to refer to with any queries or difficulties, which may arise. The incumbent would be expected to report back on completion of a task, to receive further instructions.

Environment

Working Conditions:
Working conditions depend upon the nature of the task in hand. External work may be affected by weather conditions.

Physical Effort:
A significant level of physical effort is required and the incumbent should therefore be physically fit and alert. Handling of heavy materials and a requirement to work at different height levels when necessary.

Hazards:
There are numerous hazards involved due to the nature of the work, for example, working in plant rooms, working on roofs; hand tools; dust and varying outdoor temperatures.

The post holder will be issued personal protective equipment, which must be worn at all times during working hours, in accordance with the schools Code of Practice.

Safeguarding:

To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures

To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team

To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Minimum Requirements

- A positive can do attitude.
- A good standard of education to ensure literacy and numeracy.
- Expected to undertake in-house training where required.

Other Attributes
- A keen eye to detail.
- A flexible attitude to work is essential, as the incumbent will be required to work outside their normal working hours, dependent upon the scheduling of work within the caretaking team.

August 2026

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PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Where evidenced: Application (A) Interview (I) References (R) or Assessment Task (T)
Skills and Knowledge		
Ability to use own initiative and make decisions where appropriate.	E	A, I
Budget experience	E	A, I
Health & Safety qualification / IOSH	D	A, I
Contractor management experience	E	A, I
Use of hand and power tools	E	A,I
Competencies and Personal Attributes		
Enjoy working with young people	E	A, I
Good written and verbal communication	D	A, I
Computer literate including use of online facilities	E	A, I
Ability to plan and prioritise work effectively	D	A, I
Effective time management	E	A, I
Ability to communicate with people at all levels	E	A, I
Self-motivation and ability to work on own initiative to meet deadlines	E	A, I
Good attention to detail and an ability to deliver consistent quality and reliability through a methodical approach to work	E	A, I
A positive, flexible approach to work and duties and a willingness to undertake work outside normal hours	E	A, I
Prepared to participate in training and other learning activities as required by the school.	E	A,I
Business Requirements		
No specific business requirements		

Essential Requirements are those without which a candidate would not be able to do the job. Applicants that fail to demonstrate where required that they can fulfil ALL of the essential requirements will not be shortlisted. **Desirable Requirements** are those which would be useful for the post-holder to possess and will be considered when more than one applicant meets the essential requirements.

If evidence is required on the application form there will either be a specific section in which to enter the details or you should explain how you meet the requirement in free text at Section 7 of the application.

This role constitutes Regulated Activity and an enhanced Disclosure and Barring Service disclosure, with a check of the Children Barred List, is required for this position in addition to other pre-employment checks.