



Job Description and Person Specification

Site Manager

Reporting to: Director of Operations

Purpose of the role

The Site Manager is responsible for proactively managing and maintaining the grounds, sports fields, extended woodlands, and facilities of Copthill School, its ancillary areas, and the Copthill Holdings Office complex. The role ensures that the premises are kept to a high standard of presentation and functionality for pupils, staff, and visitors. Additionally, the role includes caretaking and maintenance tasks, as well as health and safety inspections, to support the daily operation of the school in alignment with its aims and values.

Main Duties

Grounds and Estates

- Maintain school grounds, landscaped areas, and ancillary spaces, including allotments, forts, shooting ranges, and teepees.
- Ensure the upkeep of car parks, play areas, and paths, including litter picking, sweeping, and bin emptying.
- Prepare and maintain sports fields and artificial pitches for events, including pitch marking and cross-country course upkeep.
- Oversee the maintenance of Forest School grounds, including woodlands, spinneys, river meadows, and farm camping areas.
- Assist with School Farm premises and animal welfare, including tasks such as feeding, fencing, and equipment purchasing.
- Operate manual and mechanized equipment (e.g., hedge cutters, mowers, strimmers) and certified chemical applications.
- Participate in project work to repair, replace, or enhance school facilities as required.

School Buildings

- Act as a keyholder, responsible for opening and securing premises during term and holiday periods.
- Perform maintenance of building structures, internal fittings, and carpentry tasks.
- Assist with daily caretaking duties and preparation for school events.
- Provide security and supervision of school facilities, including after-hours or holiday usage.
- Serve as the primary point of contact for premises-related alarms (24/7), except during personal holidays.

Farm

- Maintain the grounds, car parks, and landscaped areas around the office development.
- Assist with managing and repairing farm buildings and facilities as required.

General Duties

- Attend planning meetings with Directors/Staff to coordinate work schedules and supervise third-party contractors.
- Conduct routine health and safety checks and complete daily tasks.
- Manage the annual budget for supplies, tool replacements, and machinery repairs.
- Check emails and calendars regularly, liaising with staff and referring issues to the Director of Operations as needed.
- Drive school vehicles for local transportation of staff, children, or goods.

Additional Information

The responsibilities outlined in this job description may evolve to meet the needs of the school and its associated entities. Additional duties consistent with the role may be assigned as required.

Person Specification

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> GCSE's Grade 5 or above including English and Maths 	<ul style="list-style-type: none"> Qualified Chainsaw operator Qualified first aider
Experience	
<ul style="list-style-type: none"> Practical maintenance experience in an indoor environment, including furniture maintenance, drains, carpentry, and non-technical internal building maintenance. Practical grounds experience, such as grass maintenance, landscaping, fencing, and non-technical external building maintenance. Previous experience working as part of a team. Confidence in operating and maintaining a range of handheld machinery and mowers 	<ul style="list-style-type: none"> Previous experience of the demands of running a busy school site. Sports pitch management. Experience with checking and updating health and safety regulations.
Essential Skills, Attitudes and Personal Attributes	
<ul style="list-style-type: none"> Willing and active involvement in the wider life of the school community. Well-organized and able to manage time productively. Self-motivated to work independently, with the ability to work effectively in a team. Proven experience supervising third-party contractors and seasonal grounds staff. Adaptable to changing circumstances and ideas. Clear and polite communicator with the ability to negotiate and consult while considering others' views. Ability to maintain a calm level of professionalism. Commitment to the safeguarding and protection of children and young people, demonstrated through participation in training and adherence to the school's safeguarding and child protection procedures. 	