

HAYDON SCHOOL
JOB DESCRIPTION – SITE DEVELOPMENT MANAGER

Post Title	Site Development Manager
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Reporting to:	Director of Finance and Operations
Purpose of the Role:	<p>As Site Development Manager, you will lead the strategic management, safety, maintenance and continuous improvement of our large secondary and sixth form site, serving our students and staff, and supporting community users.</p> <p>You will ensure that our site is safe, secure, welcoming and fit for exceptional teaching and learning, while driving forward planned developments and efficiency improvements.</p> <p>This is a senior leadership role within our operational team — you will report directly to the Director of Finance and Operations, work closely with the Headteacher and Senior Leadership Team, and line manage the site team and cleaners. You will be providing direction, professional development, and clear priorities.</p>
Liaising with:	Internal and External Stakeholders
Working time:	This is a full time position. 37 hours per week between 7am to 11pm Monday to Sunday (shift work Monday to Sunday).
Salary/Grade:	POA P29 to P33 (£42,769 - £46,967)
Disclosure level:	Enhanced
Key responsibilities:	<p>1. Leadership & Management</p> <ul style="list-style-type: none"> Lead, motivate and develop the Site Team, setting clear objectives and ensuring effective deployment of staff and contractors to meet school needs. Oversee the work of cleaning staff and contractors, manage lettings, ensuring high and consistent standards across the site. Conduct performance reviews, identify training needs, and promote a culture of high standards, accountability and teamwork. Provide expert advice to the Director of Finance and Operations, Headteacher and SLT on all site-related matters, including compliance, safety, maintenance and development. Implement and manage an electronic system for site requests and record-keeping.

HAYDON SCHOOL
JOB DESCRIPTION – SITE DEVELOPMENT MANAGER

	<p>2. Site Development & Maintenance</p> <ul style="list-style-type: none">• Plan and deliver the long-term strategy for site development, ensuring alignment with the school's priorities and vision.• Ensure the effective maintenance of buildings, grounds, gardens, fixtures, fittings, plant and equipment.• Lead the scheduling and delivery of planned preventative maintenance and major repairs.• Oversee improvement, refurbishment and decoration projects, especially during holiday periods, ensuring timely completion and quality.• Manage contractors and suppliers, ensuring compliance with school standards, method statements, risk assessments and safeguarding procedures. <p>3. Security & Safeguarding</p> <ul style="list-style-type: none">• Act as the senior lead for site security, ensuring the site is safe for students, staff and visitors.• Maintain and monitor CCTV, intruder alarms and access controls.• Lock and unlock the school and act as a key holder, responding to emergency call-outs as required.• Ensure the site boundary and unsupervised areas are secure at all times.• Promote and model the school's safeguarding culture, ensuring all site operations support the safety and welfare of children. <p>4. Health, Safety & Compliance</p> <ul style="list-style-type: none">• Act as the lead for premises-related health and safety, ensuring compliance with legislation (HASAW, COSHH, asbestos, water hygiene, PAT testing, fire safety, etc.) - acting as Health and Safety Officer.• Undertake and oversee risk assessments, inspections and audits, maintaining accurate records and acting on findings.• Lead the school's fire safety arrangements — including drills, training, equipment maintenance and risk assessments — acting as Lead Fire Marshal.• Ensure the Site Team maintains up-to-date training (manual handling, ladder safety, first aid, etc.).
--	--

HAYDON SCHOOL
JOB DESCRIPTION – SITE DEVELOPMENT MANAGER

	<p>5. Budget & Resource Management</p> <ul style="list-style-type: none"> • Hold delegated responsibility for site-related budgets, ensuring value for money and cost control. • Source competitive quotes, negotiate contracts and monitor service quality. • Prioritise expenditure based on operational needs and strategic goals. <p>6. Operational Support & Portage</p> <ul style="list-style-type: none"> • Ensure a responsive and efficient portage service, supporting the set-up and clear-down of events, exams, performances and lettings. • Maintain a clean, welcoming and safe environment at all times, including proactive litter-picking and toilet checks during the school day. • Ensure school minibuses are maintained, insured, cleaned and in good operating conditions. • Oversee parcel deliveries and distribution. • The role involves physical activity including cleaning, maintenance, lifting and manual handling <p>7. Communication & Collaboration</p> <ul style="list-style-type: none"> • Build strong working relationships with staff, governors, contractors, neighbours and community users. • Provide regular reports to the Director of Finance and Operations, Headteacher, Senior Leadership Team and Governing Body on site performance, compliance and projects.
Deployment of staff	<ul style="list-style-type: none"> • Organise and oversee effective and efficient Site Management services.
Staff Development	<ul style="list-style-type: none"> • Ensure self-development and development of all team members • Organise training as appropriate
Quality Assurance:	<ul style="list-style-type: none"> • To ensure that this maintained at all times
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information
Communications:	<ul style="list-style-type: none"> • To communicate with both internal and external stakeholders to perform the role as defined
Additional Duties:	<p>To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example</p> <p>First aider and fire warden</p>

HAYDON SCHOOL
JOB DESCRIPTION – SITE DEVELOPMENT MANAGER

You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.

- To promote actively the school's corporate policies
- To continue personal development as agreed
- To actively engage in the staff review and development process

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

AUGUST 2025

HAYDON SCHOOL
JOB DESCRIPTION – SITE DEVELOPMENT MANAGER

PERSON SPECIFICATION

Qualifications

Essential:

- A degree level education, relevant to the role.
- Relevant training in Health & Safety, building maintenance and cleaning management.

Desirable:

- First Aid at Work qualification (or willingness to obtain).

Knowledge & Skills

Essential:

- Strong knowledge of premises management, health & safety compliance and relevant regulations.
- Understanding of safeguarding requirements in an educational setting.
- Ability to lead and motivate teams to achieve high standards.
- Excellent organisational skills — able to prioritise, plan and manage multiple tasks.
- Strong IT skills (Microsoft Office, Google Workspace, electronic records, email, site management systems).
- Contract management and negotiation skills.
- Ability to carry out and oversee minor repairs and maintenance.
- A positive, can do attitude

Desirable:

- Knowledge of energy efficiency and sustainability measures in school estates.
- Experience of project management in a facilities context.

Experience

Essential:

- Significant experience in site/facilities management in a school or similar large environment.
- Proven budget management experience.
- Experience of managing staff and contractors.

Desirable:

- Customer service experience.
- Experience of managing improvement projects from inception to completion.

AUGUST 2025