



Site Manager
Application Pack

Abbey Road Primary School

0115 9748055

office@abbeyroadprimary.co.uk

recruitment@equalstrust.org



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Job Title: SITE MANAGER

Salary: NJC Grade 4 - £24,702 - £27,334 pay award pending

Full-time, all year-round

Contract Type: Permanent

Abbey Road Primary is a thriving and successful suburban school. Staff and governors are highly ambitious for the school's long-term success and work hard together to create an exciting environment where pupils' personal, emotional and academic needs are met.

We are seeking a friendly and energetic Site Manager, who is both diligent and proactive. As the Site Manager, you will play a crucial role in ensuring the smooth operation and maintenance of our primary school premises. Your responsibilities will encompass overseeing the security, health and safety, cleanliness, and general upkeep of the school site, creating a safe and welcoming environment conducive to learning for our students and staff. There are already robust systems in place with competent contractors who support us with aspects including Fire Safety, Water Safety and Electrical Safety amongst many others.

Whilst previous experience is desirable, it is not essential as we will ensure there is a comprehensive programme of induction, training and mentoring. Ideally, the successful candidate will possess DIY skills, cleaning skills, liaise with any on-site contractors and manage our security system.

We are looking for a Site Manager who:

- Naturally takes pride in their work, has initiative and high standards.
- Appreciates the need to provide a safe, maintained and secure environment.
- Appreciates the physical demands of the role.
- Has good interpersonal and communication skills
- Has the ability to prioritise tasks and manage time efficiently
- Has knowledge of routine maintenance tasks, to ensure the school premises are kept in good condition.
- Has the ability to maintain high standards of cleanliness.
- Can maintain accurate records of maintenance works, repairs and inventory of supplies.
- Is able to use IT systems to record and manage workload.

In return we can offer you:

- Children who are proud of their school.
- Professional development, collaboration and support through being a member of Equals Trust.
- A friendly working environment.
- Enhanced Holiday allowance and rates of pay.
- Local Government Pension Scheme.
- Access to employee health and wellbeing services.



Key Responsibilities:

- Maintain the overall appearance and functionality of the school premises, including buildings, grounds, and facilities, utilising your DIY skills for minor repairs and improvements.
- Conduct regular inspections to identify maintenance needs, repairs, or safety hazards, and ensure timely resolution.
- Coordinate and oversee contractors, suppliers, and service providers for more complex maintenance, repairs, and refurbishments as required.
- Implement and enforce health and safety policies and procedures to ensure compliance with relevant legislation and regulations.
- Conduct risk assessments and take appropriate measures to minimize hazards and maintain a safe environment for students, staff, and visitors.
- Oversee security measures to protect the school premises, equipment, and assets from theft, vandalism, and unauthorized access.
- Monitor CCTV systems and security alarms and respond promptly to any security breaches or incidents.
- Manage access control systems, including keys and entry codes, and maintain a secure key register.
- Support the cleaning staff in maintaining high standards of cleanliness throughout the school.
- Manage the setup and breakdown of facilities for school events, meetings, and activities.

Abbey Road Primary School is committed to providing a safe environment and to promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All offers of employment will be subject to satisfactory relevant safer recruitment and DBS checks in line with our safeguarding policy. All applicants must have the right to work in the UK. Please be aware that online searches will be conducted on all shortlisted candidates.

See our school website for more details about our school: www.abbeyroadprimary.co.uk and the Trust website here: <https://www.equalstrust.org/>.

Visits to school are welcomed. Please email head@abbeyroadprimary.co.uk or call 0115 9748055 to arrange a visit to school. You can also use these contact details if you have any further questions or would like to discuss any aspect of this position further.

Application details and further information can be found on the Equals Trust website - Vacancies: **[Vacancies - FaceEd \(face-ed.co.uk\)](https://www.equalstrust.org/)**

Closing date: 10am on **Thursday 10th October 2024**

Interviews are scheduled during the w/c 14th October 2024.



Our School

Abbey Road Primary School is situated in West Bridgford, within the borough of Rushcliffe. Currently it has 430 children on roll, divided between 14 classes. We have a standard intake of 60 pupils per year group, but most classes are slightly over this number as a result of pressure for places in the local area.

Our site is an extensive green-field one and our pupils have access to large grounds. The school is made up of two main buildings and we currently have a double classroom mobile unit, which houses our Year 3 classes. We also have a bungalow on site that offers further rooms for meetings, music tuition, intervention work and enrichment activities. In addition, our 'NEST' houses our 'Nurture and Emotional Support Team' who work with individuals and small groups across school.

We are a happy school and we work hard to make sure our children feel valued, safe, secure and aware of the needs of others. At the heart of this lies the strength of relationships between both pupils and staff. A warm, supportive atmosphere permeates our school and this is evident in the outstanding behaviour of our children. All are encouraged to '**take care and be proud**' – of each other as well as themselves; of the work they do and the school environment - and our dedicated staff team make the time to get the best from each child, ensuring individuality is nourished and nurtured.

Our curriculum is further enhanced by our outdoor provision. Children experience 'Forest School' as part of their curriculum. The school's grounds are extensive and contain a wildlife area, all-weather bike track, playing fields and allotments.

We very much value our excellent partnership with parents and carers and welcome their support and involvement. We know that by working together, we can enable every child to be the best that they can be. We offer a school-based wraparound and holiday club for busy parents, courtesy of the outside provider, The Lime Trees.

As with any school, the best way of appreciating the above words is to come and visit us so you are able to see the school and experience its atmosphere for yourself. Please email head@abbeyroadprimary.co.uk to arrange a visit, or if you have any questions about the post.

It is equally important that we are the right school for you as it is that you are the right candidate for us.

Best of luck with your application.

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Job Description: Site Manager

Job Purpose

1. The School Site Manager is responsible for the supervision and provision of maintenance, security and cleanliness of the school buildings and grounds.
2. The School Site Manager is responsible for supporting the Quality Matters Cleaning Staff in maintaining standards of cleanliness in school.
3. The post holder is key to ensuring a safe environment for the School community to work in and learn from.

Key Responsibilities:

Property

1. Open and close the school on a daily basis.
2. General oversight and care of property including maintenance and day to day duties.
3. Regular inspections of site, buildings, and plant, recording and reporting necessary repairs and recommended remedial works to the School Business Manager.
4. Be responsible for arranging, liaising with, and monitoring contractors on site and to ensure work is completed to satisfactory standard and compliant with Trust H & S policies, safeguarding and government guidance.
5. Have a good understanding of heating, plumbing and electrical systems.
6. Demonstrate a practical knowledge of DIY skills including, but not limited to: decorating, assembling furniture, minor plumbing repairs, installing shelves, maintenance of lighting, cleaning gutters.
7. Assist with the determination of medium and long-term strategies of building maintenance.
8. Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gulleys, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises.

Health and Safety

1. Review and implement H & S policy – record keeping and responsibility for H & S of themselves and other persons who may be affected by their activities and where appropriate. Safeguarding the H & S of all persons under their control and guidance in accordance with H & S policy and legislation.
2. Ensure all statutory compliance records/ checks, log books, certificates and documentation are up to date and that systems are inspected regularly. To include, but not limited to: use of the Every system, ensure all Legionella and Asbestos records are maintained and comply with government regulations, regular testing of fire and intruder alarms.



3. Act as the school's Fire Officer eg: Plan, instigate and maintain records of fire practices and alarm tests. Checking fire equipment is to standard.
4. Utilise the IT based systems which are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.
5. Ensure the maximum level of security consistent with the ethos of the school.
6. Carry out appropriate risk assessments and liaise with the School Business Manager.

Cleaning

1. Ensure the highest standards of cleanliness are maintained at all times.
2. Giving adequate support to cleaning staff.
3. Ensure adequate supplies are maintained to ensure smooth running of the site
4. Cleaning of designated areas in the establishment including removing graffiti from internal & external surfaces.

Security

1. Responsibility for security of the premises and its contents including fire and burglar alarms and being a nominated keyholder for such security. Attending to intruder alarms and making site secure, as necessary. To be available as and when necessary in event of emergency.
2. Assisting with the security of the premises together with its contents. Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism.
3. Attending to the heating of the premises and ensuring that the required temperatures are maintained. Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported.
4. Attend to the heating of the premises at weekends during the approved winter period when necessary and required.
5. In cases of emergency outside the working week e.g. intruders, fire, floods, etc be required to attend for such as required.



Other duties

1. Porter responsibilities, overseeing of lettings and other duties arising from use of premises.
2. Available to attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings.
3. Setting out of furniture as and when required.
4. Any other duties which may be reasonably regarded as within the nature of the duties of responsibilities within the grade of post as defined, subject to the proviso that normally any changes of a permanent nature shall be included into the job description in specific terms following consultation with the recognised Trade Union.
5. Promote and safeguard the welfare of all students and young persons for whom you are responsible for and with whom you encounter during the course of duties and responsibilities. Conduct at all time must be in accordance with school policies and procedures. Report any concerns relating to the welfare and safety of staff and pupils to the designated safeguarding leads and in absence of leads follow guidance for reporting.
6. To attend all necessary safeguarding training and courses as directed by the school and maintain knowledge and understanding of safeguarding of pupils in school.



Person specification

Essential	
Education	<ul style="list-style-type: none"> • Good literacy and numeracy skills gained from general education or equivalent experience necessary to undertake the full range of maintenance duties. Confident using IT based systems.
Experience	• Maintenance and repair of premises and sites.
	• Legionella testing (including weekly flushing and maintaining log books).
	• Asbestos awareness or willingness to undertake training
	• Health and safety and COSHH regulations.
	• Assisting with the security of premises, attending to intruder alarms and attending to the heating of sites.
	• Guiding cleaning staff.
Knowledge & Understanding	You will have knowledge and understanding of:
	• Assessing problems and deciding on best course of action.
	• How to respond in cases of emergency outside the working week e.g. intruders, fire, floods, etc be required to attend for such as required
	• Safeguarding procedures
Skills	• Proven ability to carry out DIY repairs to a consistent high standard
	• Cleaning internally and keeping exterior surfaces/drains/windows etc clean.
Personal Skills/Attributes	• Excellent communication and interpersonal skills.
	• Appreciates the physical demands of the role.
	• Appreciates the need to provide a safe, maintained and secure environment.
	• Committed to ensuring each child has the best possible school experience.
Desirable	
Experience	<ul style="list-style-type: none"> • Attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings



Please apply via the Equals Trust website: [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

EQT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This post will be subject to an enhanced Disclosure and Barring Service check as well as other checks in line with safer recruitment practices. All applicants must have the right to work in the UK and proof of this will be required. Please be aware that online searches will be conducted on all shortlisted candidates.