

Active  
Learning  
Trust

**Candidate Pack**  
Site Manager  
January 2026



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# Dear applicant

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*Thank you for your interest in joining the Active Learning Trust. I know that choosing where to build your career is a big decision, and before I share the details of the role, I want to tell you why this is such a special place to work.*

*At ALT, we do things differently. We are a values-led organisation that believes our people are our greatest strength. We invest deeply in the adults who work with us, because when we help our colleagues grow, our pupils thrive. Ours is a community built on trust, care and ambition – where every member of staff is encouraged to discover their strengths, take opportunities, and know that their work is shaping brighter futures for the children in our care.*

*We don't see education as just a system; we see it as a moral mission. Every day, our staff bring energy, compassion and commitment to their roles, united by the belief that every child deserves the very best. We stand alongside you with high expectations, professional development, and unwavering support so that together we can achieve extraordinary things.*

*If you share our values and our passion for making a difference, we would be delighted to hear from you. I look forward to the possibility of welcoming you into our Trust – a place where people matter, potential is nurtured, and purpose drives everything we do.*

*With warm regards,*



**Lynsey Holzer**  
Chief Executive Officer

# Active Learning Trust

## Overview

Our multi-academy Trust was originally established in 2012 and is currently made up of 1,600 staff across 19 schools in Cambridgeshire and Suffolk, serving nearly 8,500 young people and their families. Our shared Trust mission of delivering excellence to ensure our young people can thrive and prosper is at the heart of everything we do.

Our trustees fulfil their duties through our Trust Leadership Team, which includes our central team and school leadership teams, working together as one unified organisation with joint accountability. We have an established central team that is not only knowledgeable but also driven by an imperative to deliver the very best for the young people in our care.

At Active Learning Trust, we are restless for excellence and improvement so that our children can thrive and prosper. Deeply rooted in the heart of our communities, people choose to join our trust because we make a difference. We explore the art of the possible to find the right solutions for our children, our people and the wider education sector.

## Our Team

Our team is made up of experts across all specialist areas, including education, finance, HR, communications and marketing, estates, governance, procurement, data and IT. Their skills allow us to deliver shared savings and, more importantly, provide essential services to schools, enabling school-based leadership to focus on improving outcomes for pupils in the broadest sense.

- We know our schools exceptionally well and we offer both honest reflection and evaluation of our strengths and areas for improvement.
- We have clear and appropriate plans for continuing to improve the quality of education and pupil achievement.
- We encourage and celebrate the individual characteristics of each of our schools and provide them with a good balance of autonomy central oversight and accountability.

## Our Values

At the heart of our Trust are five core values that shape our culture and guide every aspect of our work. They influence our interactions, decisions and strategic direction, and they unite our school communities.



### Active Learning Values



I aspire, we achieve



We're curious, creative and bold



A family, not a house share



Comfortable being candid



Humour, humility, humanity



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*ALT has put a lot of work into developing genuine shared values which you can see starting to come through all the schools. This feels very powerful. Despite the geographical distance between schools, there is real sense of the greater good with school leaders constantly supporting one another where needed. It is a particular privilege in my role to be able to identify and spread excellent classroom practice from school to school. People in this Trust are happy, and there is a widespread feeling of exciting times ahead.*

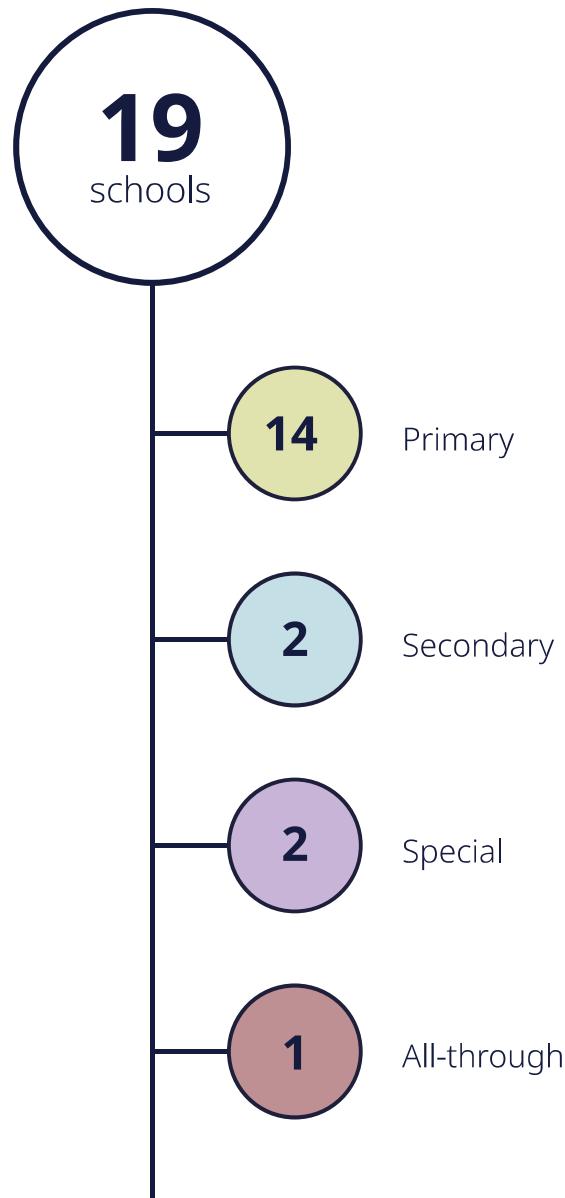
**Lisa Corby**  
Academy Improvement Lead

# Our Schools

Active Learning Trust encompasses 19 schools – eight in Cambridgeshire and 11 in Suffolk – including two special schools, two secondary schools, one all-through school and 14 primary schools. Of these, one special school and four primaries converted to academy status, while the remaining 13 operate as sponsor-led academies. Four of our schools opened as new establishments, gradually increasing their pupil intake year by year.

Our schools fall naturally into three designated geographical sub-regions – Ipswich, the Lowestoft area, and mid Cambridgeshire. This allows the Trust to apply so-called 'hub' level school-to-school support and collaborative working along with other mutually supportive arrangements. The synergy this creates has become a key way of working for Active Learning Trust teams and continues to develop further over time.

- The proportion of disadvantaged pupils in the Trust is above that found nationally.
- The proportion of pupils with an Education Health Care Plan is in line with national averages.
- The proportion of our pupils with Special Educational Needs and/or Disabilities and who speak English as an additional language are below national average.



# Job Vacancy

## Site Manager

### Play a vital role in keeping our academies safe, secure, and running smoothly.

We are seeking a reliable and proactive Site Manager to join Chantry Academy, providing site support across Chantry Academy and Ipswich Primary Academies. This is a key role in ensuring our academy environments are safe, secure, and well maintained for pupils, staff, and visitors. Core working hours are between 8:00am and 5:00pm, however flexibility will be required to meet the needs of the academy. On-call or emergency cover may also be required from time to time. The successful candidate will take pride in maintaining high standards across our sites, supporting health and safety compliance, security, and day-to-day operational needs. This is an excellent opportunity for a practical, dependable individual who enjoys a varied role and being an integral part of a school community.

### Summary of Key Responsibilities

- Coordinate repairs, maintenance, and improvements, using in-house skills and external contractors.
- Ensure the site team is adequately resourced to ensure safe opening of the estate, ensuring buildings are secured at the end of the Academic day
- To contribute to the health & safety committee of each academy

### Our People-First Philosophy

At Active Learning Trust, Everyone is valued in their role, and we make sure that the right people have the right opportunities to find their purpose and progress within our Trust. Guided by our values of open dialogue, bold thinking and supportive teamwork, we put our staff's growth and wellbeing at the heart of everything we do – so that they can focus on making a real difference in our schools and our communities.

### Why Join Our Trust?

- Belong to a compassionate and inclusive trust that values you and the role you play.
- Join an experienced group of people that are fully dedicated to delivering the best for our children.
- Gain access to our VivUp employee benefit system, Cycle to Work scheme and teacher pensions.

### Contact

If you wish to discover more about this exciting opportunity , then please contact Kealey Rush, Operations Manager at [KRush@chantryacademy.org](mailto:KRush@chantryacademy.org) or call 01473 687181.



Chantry Academy

### Location

Ipswich, Suffolk

### Contract

Permanent, Full-time

### Salary

ALT Grade G Points 20-24

£31,022-£34,434 per annum

# Job description

## Site Manager

**Salary:** ALT Grade G

**Academy Site:** Chantry Academy + Ipswich Primary Academies Support

**Reporting to:** Operations Manager

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### Main purpose

To coordinate site maintenance duties in and around the Academy and group of Academies. To ensure a safe and well managed learning environment for pupils, staff, and visitors.

### Duties and responsibilities

#### Working Conditions

- Full Time
- 52 weeks per year
- Core Hours between 8-5 but flexibility will be required
- On-call or emergency cover may be required.

#### Site & Facilities Management

- Ensure the site team is adequately resourced to ensure safe opening of the estate, ensuring buildings are secured at the end of the Academic day
- Carry out routine inspections of buildings, fixtures, furniture, and equipment.
- Oversee onsite clean staff and external cleaning contractors, ensuring high standard of site cleanliness and housekeeping is maintained.

#### Maintenance

- Coordinate repairs, maintenance, and improvements, using in-house skills and external contractors.
- Maintain heating, lighting, water systems, alarms, and other essential services
- Assist with managing site projects /programs
- Arrange for general maintenance within specialist areas to ensure effective operations
- Responsible for regular maintenance checks and follow up actions

#### Health & Safety

- Ensure compliance with health and safety legislation and school policies.
- Conduct and record regular health and safety checks and risk assessments.

- Manage fire safety procedures, including drills, alarms, and emergency exits.
- Maintain statutory records (e.g., asbestos register, water hygiene, electrical safety)
- To contribute to the health & safety committee of each academy
- Support with monitoring trends in accidents, incidents and near misses and reporting to RIDDOR where appropriate
- Ensure health and safety is followed and complied with by all staff on site including undertaking risk assessments

## **Security**

- Maintain site security during and outside school hours.
- Monitor access to the premises and report any security concerns.
- Oversee CCTV, alarms, and locking systems were installed.

## **Emergency and Business continuity**

- Assist with Emergency response planning
- Snow, Flooding, Utility failure response
- Supporting lockdown/critical incidents

## **Grounds & Environment**

- Maintain school grounds, playgrounds, and external areas in a safe and presentable condition.
- Arrange seasonal works such as gritting, leaf clearance, and basic landscaping.

## **Sustainability**

- Act as an advocate for sustainable approaches to premises management
- Monitor energy efficiency data ensuring academies are proactively managing their energy consumption

## **Resources**

- Liaise with the Head of Estates & Site Operations Manager to monitor budgets and ensure Academies are adequately resourced
- Ensure adequate key holders are in place and act as a key holder as and when required
- Act as a key holder and respond to emergency call-outs as required.

## **Systems, Policies and Procedures**

- Manages working standards and takes appropriate action where standards are not being met
- Take a lead role in the management of Health and Safety across the building, including Risk Assessments, Accident and Near Miss recording and Staff training to ensure safe working practices are always employed.
- Use of compliance systems (Every), responsible for ensuring they are up to date, liaising with academy ops manager.

## **Team Involvement**

- Line Management responsibility for premises staff and contractors
- Work closely with the Trust Estates team ensuring all projects are delivered effectively and to a high standard

## **Building Professional Relationships**

- Assist with negotiating with contractors and with major suppliers
- Liaise with and instruct contractors including monitoring their performance

## **Record Keeping and Information Management**

- Record and maintain official records in line with academy procedures and appropriate legislation

## **Generic responsibilities of all Active Learning Trust employees**

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed annually in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.*

# Person Specification

## Site Manager

**E** = Essential / **D** = Desirable

Qualifications & Training		
GCSEs (or equivalent) including Math's and English Grade C or above	E	
Facilities Management or Estates related qualification		D
Project management qualification		D
IOSH or equivalent Health & Safety training		D
Specialist compliance training (fire safety/Legionella)		D
Experience		
Experience of site maintenance, caretaking, or facilities management	E	
Health & Safety management related to premises including risk assessments.	E	
Experience of working effectively without supervision whilst retaining focus and strong time management.	E	
Direct control / management of contractors		D
Budget management		D
Building project management		D
Managing multiple locations		D
Experience of delivery of training or staff briefings		D

Experience of working in the education sector		D
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Skills and Knowledge		
Good practical maintenance and or DIY skills	E	
Carry out, review and record risk assessments	E	
Ability to maintain accurate records (e.g. maintenance logs, compliance checks)	E	
Resource management & strong problem-solving skills	E	
Exceptional levels of planning and organization, managing competing demands.	E	
Good level of ICT skills (email, Compliance systems )	E	
Strong communication skills, enabling you to communicate effectively with staff, contractors, visitors and external agencies	E	
Full current driving license & willingness to travel to other sites.	E	

<b>Personal Qualities</b>		
Embody the Active Learning Trust's values:		
<ul style="list-style-type: none"> <li>- I aspire, we achieve</li> <li>- We're curious, creative and bold</li> <li>- A family, not a house share</li> <li>- Comfortable being candid</li> <li>- Humour, humility, humanity</li> </ul>	E	
Commitment to uphold the seven principles of public life (the <a href="#">Nolan principles</a> ) at all times	E	
Commitment to maintaining confidentiality at all times	E	
<b>Equal Opportunities</b>		
Commitment to inclusion, equality and diversity	E	
<b>Safeguarding</b>		
Commitment to safeguarding and promoting the welfare of children and young people.	E	

# Application Process

## How to Apply

You can browse and apply for all Active Learning Trust vacancies by clicking the link below to access our recruitment platform. Once you have found the corresponding vacancy, click on the 'Apply Now' button to begin your application. You can save your application and return to it at any time. Please ensure you have completed and submitted your application before the deadline shown on the job advert.

**View current vacancies**

## Hints and Tips

To increase the chance of your application being considered for the role, please follow these steps:

- Use the Person Specification document to write your application. Consider using the headings and give examples where possible.
- Check for punctuation and grammar errors.
- Ensure your first referee is from your current or most recent employer. If you are employed within a school or academy, ensure you list your Headteacher as your first referee.
- All gaps in employment history must be explained. This should start from the date you left full-time education, including the summer holiday.



## Useful Information

As an equal opportunities employer, we welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

The Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject to pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture. Please be advised that references may be requested prior to interview for roles within our academies, where permission has been given to do so via MyNewTerm.

Candidates are advised that, if shortlisted for interview, they will be subject to an online search of information in the public domain.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

