



Mossbourne  
Federation

# Site Manager – Job Description

## August 2025

Date last reviewed on:	15/08/2025
Date to be revised on:	



<b>POSITION</b>	Site Manager
<b>SALARY</b>	Spine Point 18 - £32,016 to Spine Point 24 - £38,215
<b>START DATE</b>	Monday, 3 <sup>rd</sup> February 2026 or sooner for the right candidate
<b>HOURS</b>	37.5 hours per week
<b>FULL TIME EQUIVALENT</b>	52.143 weeks per annum
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO</b>	Senior Site Manager / Group Head of Operations (GHO)
<b>LOCATION</b>	Thurrock with occasional travel to Hackney
<b>KEY WORKING RELATIONSHIPS</b>	Staff/Contractors/Visitors

## BACKGROUND

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPSA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHLA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian, and other minority ethnic descent. Injustice, discrimination, and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

## JOB SUMMARY

To develop, promote and deliver a first-class site support service in line with the Federation's policies and procedures. It is crucial that all site operations are maintained to the highest standards and the Federation's buildings and grounds are safe, clean, and welcoming for all pupils, staff, parents, contractors, and visitors.

The Site Manager's role is fundamental in shaping the direction and character of what will be an outstanding place of learning within all academies across the Federation.

The postholder will be responsible for line managing the site team and have responsibility for the delivery of property maintenance, cleaning services, security, heating, lighting, and plant services, including the health and safety within the school premises and grounds.

Head of Group Operations has overall responsibility for Site Services; on a daily basis the Site Manager will report directly to the Senior Site Manager. Site managers are also required to carry out ad hoc duties as instructed by the Principal of the School (or their representative) via the school's ticketing system.

This will be a peripatetic role and the postholder may be expected to share their expertise across all the sites and provide cover as and when required, to ensure all the academies across the Federation receive the best possible service.



### **Main Duties & Responsibilities**

- Experience of premises maintenance in an educational setting and high-pressured environment to work as part of a team and go the extra mile to upkeep the Mossbourne values.
- Previous experience in a supervisory role.
- Proactively manage daily work schedules planned by the Federation's ticketing system and the compliance systems together with reactive site maintenance to achieve high standards in line with the Federation's expectations. Ability to prioritise tasks effectively and work on own initiative.
- Work in collaboration with the outsourced lettings, cleaning, and catering teams to ensure the school environment is safe.
- Responsible for arranging quotes and putting requisitions on the finance system adhering to Mossbourne's Finance policy at all times.
- Up to date knowledge of health and safety regulations to ensure sites are safely managed in accordance with the Federation's Health & Safety policy and standard operating procedures.
- Supervise contractors to ensure they perform to the standard laid down in scopes of work / specification and abide by risk assessments. Ensure safeguarding policies are adhered to and that contracted site visitors have signed in and are accompanied at all times in accordance with the federation's single central record and lanyard system
- Excellent written and verbal communication, with the ability to communicate effectively at all levels.
- Committed to the safeguarding of students.
- Enthusiastic, flexible, and friendly approach whilst maintaining a professional manner at all times.

### **General Duties**

#### **Premises Maintenance**

- Responsible for ensuring all planned preventative maintenance checks are carried out in accordance with the site ticketing and compliance systems.
- Carry out daily site checks and risk assess areas to ensure safety for staff, students, and visitors to the site
- Maintain the external grounds, ensuring they are kept clean and tidy and limiting accumulation of waste materials to reduce fire risks. This includes overseeing regular emptying of bins and litter picking.
- Ongoing plan to maintain the fabric of the buildings, decoration of the interior, exterior and site related services.
- Mitigate the risk of pest and vermin infestation across the site.
- Undertake minor repairs to fixtures and fittings (excluding gas and electrical equipment).

#### **Security**

- Responsible for opening and closing of buildings including all appropriate gates, windows, doors, fire escapes, intruder and fire alarms. Safeguarding students and building are a fundamental requirement.
- Responsible for handover of site to nominated letting company.
- Oversee timely portage duties are completed as required by the school.
- Provide general site supervision including the prevention of trespassers.

#### **Health and Safety**

- To ensure that all site staff adhere to the Federation's health and safety policies and practices including fire safety. Standard Operating procedures (SOPs) must be produced and adhered to by the site team.
- To supervise the site, including contracted works being undertaken, ensuring that health and safety regulations and safe working practices are being adhered to.
- Carry out regular safety inspections of site ground, buildings, plant, and equipment.
- Responsible for all health, safety and compliance matters.
- Responsible for minibus maintenance and statutory requirements to ensure the school has a safe and reliable student transport service.
- Monitor the site risk audit tool to ensure site H&S issues are logged, risk managed and planned for.

### **Other duties**



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The postholder may be required to undertake other duties appropriate to the grading of the post as directed by their line manager. The postholder may also be required to provide duties that are specific to a particular Academy.

During adverse weather conditions and emergencies, the post holder will be required to support the Federation in ensuring all sites can be safely opened for all staff and pupils.

**The post holder must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.**



Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Interview
Experience				
E	Experience of building and premises maintenance including the delivery of minor repairs	X	X	X
E	Experience of working in a high-pressured environment in a supervisor role	X		X
E	Relevant experience of working in a similar role within a school or similar setting	X		X
Qualifications				
E	First Aid qualified	X		X
D	Knowledge of the main requirements of health and safety legislation and good practice relevant to the post including Fire safety regulations, Risk Assessments	X		X
IT knowledge				
E	Proficient in the use of web-based applications and Microsoft Tools (inc. Office Word and Excel)	X		X
D	Understanding of financial management and budgetary control systems	X		X
D	Knowledge of using Building Management systems and the maintenance of plant equipment	X		X
Behavioural Competencies				
E	Excellent communication skills	X		X
E	Ability to plan work programmes and organise and prioritise tasks effectively	X		X
E	Ability to work autonomously using own initiative	X		X
E	Ability to work effectively within a team, working collaboratively when required.	X		X
E	Strong interpersonal skills, able to interact confidently with stakeholders at all levels.	X		X
E	To be able to delegate effectively ensuring accountability is maintained and results are achieved	X		X
E	Ability to work to tight deadlines and ensure agreed targets are met	X	X	X
E	Ability to be reliable, honest, and flexible	X		X
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	X	X	X
E	Recognise your role as part of the success of Mossbourne.	X	X	X
E	Play an active role in the safeguarding of all students and adults.	X	X	X



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***Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.***

***The document is not a comprehensive list; it simply outlines the expectations of this role.***

***This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***