



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

Site Manager

Hilltop Primary Academy, Ashbourne, Derbyshire

Permanent

27.5 hours per week, 52 weeks per year

Pay Scale 4: £19,871 - £21,163 Pro rata (£26,736 - £28,475FTE)

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes. Now, we are looking for a passionate and committed Cleaner to play a vital role in supporting this vision at Kensington Junior School in Ilkeston, Derbyshire.

About the Role

A Site Manager at Hilltop plays a vital role in ensuring the smooth day-to-day operation of the school's premises, maintaining a safe, secure and well-functioning environment for staff and pupils. The role involves overseeing site maintenance, repairs and grounds upkeep, managing health and safety compliance and statutory checks, and taking responsibility for site security, including opening and closing the premises and responding to emergencies. In addition, supports the setup of spaces for school activities, and works closely with the leadership team to ensure the site meets the needs of the school community.

Who We're Looking For

We are looking for a proactive, reliable and hands-on individual who takes pride in maintaining a safe, secure and well-presented school environment. The ideal candidate will have strong practical maintenance and DIY skills, a good understanding of health and safety requirements and the ability to manage compliance checks confidently. They will be organised, able to work independently and use their initiative, while also communicating effectively with staff. A flexible and responsive approach is essential, with a willingness to support school activities and respond to site needs as they arise, ensuring the smooth day-to-day running of the premises.

About Hilltop Primary Academy

Hilltop Primary Academy is a welcoming and inclusive school for children aged 3 to 11, where every child is encouraged to thrive academically, socially and emotionally. Located in Ashbourne, the academy offers a nurturing learning environment with a strong sense of community, where pupils are known, valued and supported as individuals. With dedicated staff and high expectations, Hilltop Primary Academy provides engaging, high-quality teaching that inspires a love of learning and builds confidence. As part of Tapestry Learning Trust, the school benefits from strong partnerships and shared expertise, ensuring pupils are well prepared for the next stage of their education and beyond.

Why Join Tapestry?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this, please call 01335 343041.

Further details about our school can be found on our website: [Hilltop Primary Academy and Nursery with ERS Provision](#)

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

Closing date for applications: 28th June 2026

Interview date: w/c 29th June 2026

Potential Start date: ASAP

JOB DESCRIPTION

Post Title:	Site Manager
Reporting to:	Headteacher/Head of Estates and Facilities
Pay Scale:	4
Disclosure Level:	Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

The purpose of this role at Hilltop Primary Academy is to ensure effective and efficient site management, maintenance, security and safety, providing a safe, warm and dry environment for pupils, staff and visitors. The postholder will work closely with the senior leadership team and wider support staff to ensure the needs of the school are met and that the premises fully support the day-to-day operation of the school.

Key Duties and Responsibilities

- Responsibility for leading the site management and maintenance for the school.
- For the security of premises and grounds including opening and locking up, responding to alarms and making the building secure, if necessary, in emergency situations out of hours.
- Responsible for ensuring the ongoing maintenance of plant and equipment, and the buildings onsite.
- Ensuring the heating, air management and other key systems, and ensuring boilers and other related equipment is serviced and maintained in accordance with regulations and best practices.
- Carry out and recording of regular checks on water outlets, and other key infrastructure, as per best practice and formal Risk Assessment, to limit risk of Legionella.
- Carry out and recording of regular checks on fire protection across the site, including passive fire protection and fire equipment as per fire risk assessment.
- Ensuring the external grounds are kept clean and tidy including emptying litter bins, cleaning drains, salting hard surfaces and moving snow as required.
- Completing, or as appropriate overseeing minor building works, including obtaining quotes, securing budget sign off and ensuring safe implementation including monitoring contractors.
- Supporting the planning of proactive maintenance to support renewal and improvement of premises.
- Responsible for H&S risk assessments for the site and cleaning team, overseeing safe working by contractors on site, and ensuring the safety of others who may be affected by activities carried out on the site.
- Be responsible for arranging testing to meet statutory regulations including PAT, fixed wire, legionella, gas safety, asbestos and fire checks.
- Take responsibility for maintaining supplies and ensuring the correct storage and usage protocols are followed: e.g. COSHH are complied with.
- Carry out caretaking and manual handling duties as required to ensure the needs of the school are met, e.g. moving furniture, equipment, setting out of spaces around the school etc.
- When necessary, undertaking cleaning duties including glass and windows; removing graffiti; covering for cleaning team roles to ensure that all areas, including classrooms, toilets, corridors and halls are clean and tidy as required.
- Responsible for the effective line management of the cleaning team, ensuring training and development completed as needed to support safe and effective working.
- Work collaboratively as part of a wider team of site staff covering a range of Trust properties.

- Comply with the policies and procedures of the organisation and undertake regular training as required by the senior leadership team.
- Available to attend in the evenings or weekends when necessary for extra-school activities.
- Comply with the policies and procedures of the organisation regarding safeguarding and welfare of children.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team.

The post holder is expected to:

- Maintain strict confidentiality and always adhere to data protection legislation and associated Trust policies.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification



Post requirements	Essential	Desirable	Evidence and Assessment
Knowledge & Experience			
2 years' experience of a similar role	✓		Application Form, references, interview
Maintenance and general DIY skills	✓		Application Form, references, interview
Awareness of Health and Safety at Work Act when carrying out duties.	✓		Application Form, references, interview
Able to understand UK Health and Safety rules	✓		Application Form, references, interview
Experience of working with young people/children		✓	Application Form, references, interview
Experience of security work and working alone		✓	Application Form, references, interview
IT skills are essential, the successful candidate may need to work with a building management system, and will need to communicate effectively using e-mail	✓		Application Form, references, interview
Ability to undertake manual handling tasks and to work at height within regulations	✓		Application Form, references, interview
Ability to undertake repairs, painting and decorating tasks	✓		Application Form, references, interview
Understanding of and ability to work with Health and Safety regulations and best practice and to undertake H&S risk assessments and manage H&S risks	✓		Application Form, references, interview
Personal Qualities			
Good communication skills, able to engage with senior leaders and other staff effectively	✓		Application Form, references, interview
Able to understand UK Health and Safety rules	✓		Application Form, references, interview
Cheerful, enthusiastic and willing to help others	✓		Application Form, references, interview
Practical skills with ability to solve problems	✓		Application Form, references, interview
Able to work on their own, to clear instruction	✓		Application Form, references, interview
Able to work undirected, within guidelines or clear instructions, and use initiative	✓		Application Form, references, interview
Able to work in a team, and where needed supervise others to deliver results - effectively prioritising the work of themselves/others to meet school needs	✓		Application Form, references, interview
Customer focussed attitude	✓		Application Form, references, interview

Willingness to take on and develop new skills to support performance in the role	✓		Application Form, references, interview
Belief in the values and behaviours of the Trust	✓		Application Form, references, interview
Evidence of continuing professional development	✓		Application Form, references, interview
Commitment to equal opportunities and diversity in the performance of duties	✓		Application Form, references, interview