



Job Description: Regional Site Manager

Salary Range: £40,000 - £43 000

Working Pattern: Full-time, 40 hours per week

Location: Bedfordshire. Working at Wixams Academy and travelling to other sites

Job Purpose

To oversee the maintenance, safety, and operational efficiency of multiple academy sites within the Knowledge Schools Trust. The Regional Site Manager ensures that all premises and grounds are maintained to a high standard, supporting a safe, clean, and functional learning environment across the region.

This role will cover Wixams Academy, Wixams Tree Primary Academy, Bedford Road Primary Academy, Edlesborough Primary Academy and Dovery Academy.

Reporting To

Regional Operations Manager - Bedford

Key Responsibilities

Regional Site Management

- Implement the regional maintenance and facilities plan
- Coordinate and monitor maintenance schedules across multiple schools, ensuring local site staff are following agreed checks and maintenance schedules
- Conduct regular inspections across multiple schools to ensure compliance with health, safety, and cleanliness standards
- Ensure that all documentation is retained and stored in the correct folders
- Ensure that all site staff use the agreed site management software and that it is used appropriately to log issues

Team Leadership

- Line manage Site Managers and Site Agents across multiple schools
- Conduct performance reviews, manage absences, and oversee training and development, ensuring that site staff undertake the required training for their roles
- Provide support, guidance and training to site teams as needed, supporting site staff to problem solve the more complex site issues as they arise.
- Foster a collaborative and proactive site team culture across the region, ensuring that all site staff convey a 'can do' attitude to school requests

Wixams Academy Site Manager

- Directly lead and manage the site team at Wixams Academy
- Take full responsibility for the Wixams Academy site

Compliance & Health and Safety

- Manage compliance across each school; organise services, review reports and arrange remedial works escalating significant issues to the Regional Operations Manager as necessary
- Ensure site teams carry out all mandatory checks and keep accurate records
- Ensure all sites adhere to current safety regulations and proactively implement changes in legislation
- Maintain accurate records of inspections, risk assessments, and statutory checks across multiple sites
- Support emergency response planning and act as primary keyholder for regional incidents

Budgeting & Procurement

- Approve procurement of materials and services within budgetary guidelines
- Support tendering processes and contractor selection for major works as requested

Contractor & Project Oversight

- Working with the Operations Assistant to book contractors for statutory services across multiple sites
- Monitor small works progress, ensuring quality and compliance with specifications
- Ensure all contractors meet trust standards for DBS clearance and risk assessments
- Collaborate with the Regional Operations Manager to plan and deliver larger-scale facilities and infrastructure projects across multiple sites
- Work with external contractors and building advisors as requested on larger projects.

Cleaning & Hygiene Oversight

- Monitor cleaning standards across all schools reporting concerns to the Regional Operations Manager
- Coordinate annual deep cleans and ensure hygiene protocols are followed
- Liaise with cleaning contractors to resolve issues and improve service delivery

Training & Development

- Attend relevant training courses, including Health & Safety and facilities management
- Promote continuous professional development within the site teams