



Great Careers

JOB PACK

POST: Site Manager

SALARY: APT&C Scale SO1 (from £38,256)

HOURS: 35 hours per week, 52 weeks per year

DEADLINE FOR APPLICATIONS: Monday 12th January 2026 at 12pm

INTERVIEWS: Friday 16th January 2026

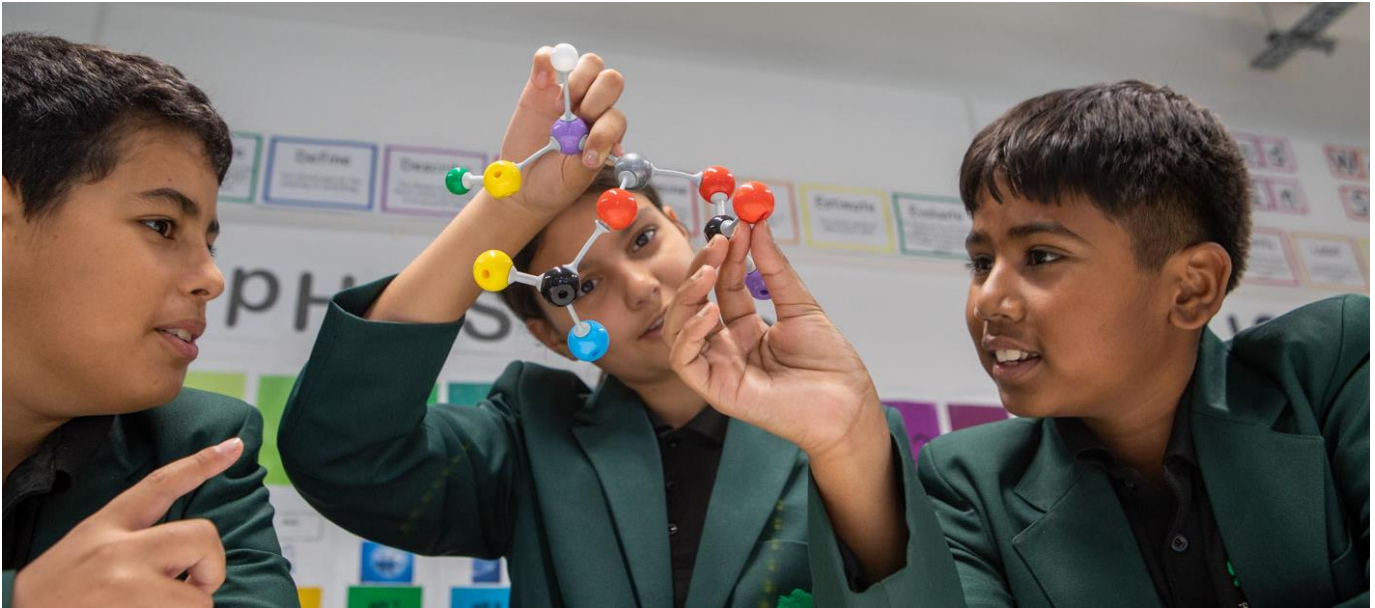


The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.



GREATFIELDS SCHOOL

Dream it. Believe it. Achieve it.



The school

Greatfields School opened in September 2016. We are located in Barking, East London, and are proud to be the first secondary school to be built on the Gascoigne Estate. We have quickly established a positive reputation with our parents and local community, and are known for our excellent behavior and the high ambitions we have for the young people of this community. We currently have approximately 1370 students, and our Sixth Form opened in September 2022.

Our vision

We believe that our young people can compete with any other child in the country and we do everything we can to ensure that they have the same opportunities as other young people across the country. It is incumbent upon us to give our students access to a broad, engaging and challenging curriculum; to give them access to a range of activities, trips and clubs outside of the classroom to develop their cultural capital; and to develop their levels of resilience, determination and work ethic.

We also passionately believe in ensuring our young people feel safe and happy in school. This is done through the establishment of high expectations and clear routines and by taking a positive approach to behaviour at all times. This means that staff never shout at or demean our young people, and we understand the importance of mutual respect at all levels of the school.

Finally, we care deeply about and understand the responsibility we have towards our local community. This is a school embedded in the community and is one which we are proud to serve.



Job description

Line manager: School Business Leader

Purpose of Job:

- To have overall responsibility for Greatfields Secondary and Primary School sites and resources to provide a safe, efficient and effective learning and working environment for students and staff.
- To lead, develop and support the Caretaking team to ensure high standards and to contribute to the school vision.
- To ensure compliance with all Health & Safety and security legislation, policies and procedures in order to maintain a safe working and learning environment in accordance with relevant legislation.

Main Activities:

- Responsibility for ensuring Health & Safety and compliance checks and procedures are carried out and records are accurate.
- Line management of the Caretaking team. Ensuring continual coverage within specific times during both term time, school holidays and evenings and weekends as required.
- Responsibility for accurate and timely record keeping and reporting of weekly and monthly checks such as L8 flushing, plant room and alarm tests, fire safety checks and logs, emergency lighting tests. Ensuring that remedial works are carried out where necessary.
- Carrying out Performance Management and ensuring that staff receive appropriate and adequate training. Ensuring effective and efficient deployment of staff.
- Responsibility for ensuring the security of the site and buildings both in term time and school holidays.
- Managing building and system emergencies as they arise.
- Ensuring the maintenance of the site, including:
 - Regular inspections of all buildings and exterior areas to determine vital services, repairs and maintenance
 - Discussing any required work with School Business Leader, present quotations and order requests for authorisation
 - Keeping fixtures, fittings and furniture in a good state of repair
 - Maintaining a rolling programme of decoration and refurbishment
 - Controlling litter, and disposal of rubbish and redundant or damaged equipment in line with the school disposal policy.



- Ensuring that the servicing of equipment such as heating, lighting, air-conditioning and alarm systems is carried-out on a regular basis.
- Supervision and monitoring of the operation of the cleaning and grounds maintenance contracts to a high standard.
- Employing contractors for works that cannot be done in-house, ensuring that the school procedures for procurement are followed.
- Overseeing new building and refurbishment programmes and acting as a point of liaison between contractors and the school.
- Preparing the site for major events, including Open Evenings, Rewards Celebrations and Governors meetings across Greatfields Secondary and Greatfields Primary Schools.
- Acting as Budget Holder for those areas of delegated responsibility, such as Repairs and Maintenance, Health & Safety, Furniture and Fittings. Ensuring that all expenditure is within budget limits, that all purchasing is in accordance with best value guidelines and regularly reviewed, and that all necessary procedures for authorisation are followed before any commitments are made. Maintaining all paperwork and electronic records directly connected with these areas.
- Keeping appropriate records, ensuring that they are available for inspection and provide statistical and other returns, as required.
- Monitoring and evaluating a Premises Plan which reflects the priorities of the School Development Plan and contributes to the school vision.
- Act as a school first aider, maintaining first aid at work qualification every three years.
- Keeping up to date with changes in legislation, (especially health & safety) and best practice in facilities management.
- Carrying out any other duties which may reasonably be required by the School Business Leader or Headteacher.
- To undertake personal professional development activities, as agreed.

Notes: The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other appropriate duties as may be required by the School Business Leader or Headteacher within the grading level of the post and the competence of the postholder.

This job description may be amended at any time in consultation with the postholder.



Person Specification

Knowledge & Skills	
Essential	Desirable
A commitment to their own personal development and the continuing progress of the school	First Aid trained
Effective time management skills and the ability to maintain a proper work-life balance	
Ability to use ICT including word, power point, excel and outlook	Knowledge of Every Compliance software
Excellent communication skills.	
Ability to exchange verbal information clearly and sensitively	
Ability to negotiate effectively to achieve best outcomes	
The skills needed to work successfully in a team and to contribute to group thinking and planning	
A positive approach to work, based on finding solutions to any given problem.	
An ability to work flexibly in support of the school	
An ability to follow instructions accurately	
An ability to use own initiative and work independently	
An ability to motivate, inspire and have high expectations of team members	
An ability to work calmly under pressure, showing patience, enthusiasm, resilience, initiative and kindness in adversity	
A strong "can do" attitude	
Ability to effectively evaluate own performance	
Understand and comply with procedures and legislation relating to confidentiality	
The ability to work with a high degree of accuracy	
Good organisational skills and the ability to work to tight deadlines under pressure.	
Understanding of Health and Safety	
Understanding of Data Protection and confidentiality	
Understanding of the School's ethos and values.	
Ability to relate well to children and adults, being sensitive to their individual needs.	
Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these	
Ability to communicate effectively in English, both written and verbally.	
Ability to pay close attention to detail to ensure accuracy	
Ability to deal with everyone in a positive and professional manner, which promotes a positive image in line with our school's vision and ethos.	