



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

SITE MANAGER

Queen Elizabeth's Grammar School, Ashbourne

Permanent

37 hours per week, 52 weeks per year

Pay Scale 5: £28,931 - £31,355 FTE

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 Site Manager to play a vital role in supporting this vision at Queen Elizabeth's Grammar School.

About the Role

A Site Manager is responsible for the safe, secure, clean, and well-maintained running of a school site. The role combines practical facilities management with leadership, compliance, and problem-solving, ensuring the school environment supports learning and wellbeing for pupils, staff, and visitors.

Who We're Looking For

We are looking for a reliable, practical, and proactive individual who takes pride in maintaining a safe, welcoming, and well-run school environment. This role suits someone who enjoys responsibility, problem-solving, and working with a wide range of people across the school community.

About Queen Elizabeth's Grammar School

Queen Elizabeth's Grammar School is a highly regarded school set in the heart of Derbyshire. With a strong academic tradition and a clear focus on personal development, QEGS provides an inspiring and supportive environment in which pupils are encouraged to achieve their full potential.

The school's academic ambition goes hand in hand with a strong focus on care, character, and opportunity. With a supportive ethos and a track record of excellent results, it provides a stimulating learning environment that nurtures curiosity, resilience, and confidence. Students benefit from high-quality teaching, a wide range of enrichment activities, and a warm, inclusive community that values every individual.

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 shortlisted applicants are required to declare all unspent cautions or convictions, and any adult cautions or convictions 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 Sarah Smit on 01335 343685.

Further details about our school can be found on our website: <https://www.queenelizabeths.derbyshire.sch.uk/>

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

Closing date for applications: Friday 26th June 2026 @ 9am

Interview date: TBC

Potential Start date: ASAP

JOB DESCRIPTION

Post Title:	Site Manager
Reporting to:	Head of Estates & Facilities
Grade:	Pay Scale 5
Disclosure Level:	Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

Ensure Queen Elizabeth's Grammar School is a safe, clean and well-maintained working environment for staff and students.

Key Duties and Responsibilities

- Manage day to day site operations, including building maintenance and repairs, grounds maintenance and site security
- Manage the site team in a manner, which increases knowledge, skill and performance over time, particularly in the areas of health and safety and compliance,
- Organising work rotas, including overtime and holidays for the site team
- Coordinate the caretaking team in all statutory testing and maintenance, keeping accurate records of all tests
- Monitor the site ensuring that buildings and grounds meet health and safety requirements, undertaking regular site inspections highlighting defects, incidents and risks
- Carry out temporary and/or permanent repairs to buildings and equipment within the skill-range of the team or making the necessary arrangements for professional help, placing orders for such work and ensuring that the work is carried out safely and efficiently
- Monitor and operate within the School's maintenance budget; Support and advise the Headteacher in setting the budget and maintenance plan
- Assist in ensuring best value for money from contracts and suppliers in accordance with the school policies and raising purchase orders when necessary
- Work with contractors, overseeing the quality of work completed, ensuring that high quality work is carried out before payment is authorised
- Assist the Trust Facilities Manager when tendering contracts providing information at School level.
- Carry out, oversee and manage all Fire Alarm, Emergency Evacuation and Lockdown drills ensuring all staff and students follow the School policy.
- Manage the work of the cleaning staff and grounds contractors to ensure that buildings and furnishings are cleaned in accordance with defined specifications
- Be responsible for energy management and monitoring, ensuring efficient operation of School services
- Follow the School severe weather procedures; attending site early, liaising with transport companies and communicating with the Headteacher about site conditions

- Flexible working may be required to accommodate workload, cover absence and attend in the event of an emergency.

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- 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

Site Manager



Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
Relevant qualifications and experience within discipline, or through recognised trade body		✓	Application form, certificates
Health & Safety		✓	Application form, certificates
First Aid		✓	Application form, certificates
Good numeracy skills	✓		Application form, certificates
Knowledge and experience			
Experience of working with teams in a leadership or management capacity.	✓		Application form, interview, references
Experience of managing a team.	✓		Application form, interview, references
Experience of managing contracts.	✓		Application form, interview, references
Experience of project management.		✓	Application form, interview, references
Experience of supporting senior managers in respect of their responsibilities.		✓	Application form, interview, references
Experience of managing a budget		✓	Application form, interview, references
Ability to relate effectively with children, parents, Governors, staff and various community groups	✓		Application form, interview, references
Practical with good organisational skills.	✓		Application form, interview, references
Ability to cope with conflicting demands, deadlines and interruptions.	✓		Application form, interview, references
Able to communicate in a clear and concise manner both on the telephone and face to face	✓		Application form, interview, references

Able to prioritise and manage time effectively.	✓		Application form, interview, references
Ability to meet deadlines.	✓		Application form, interview, references
Basic ICT skills	✓		Application form, interview, references
Use of Microsoft Office including Word, Excel and Outlook		✓	Application form, interview, references
Personal skills and qualities			
Awareness of health and safety procedures	✓		Application form, interview, references
Knowledge of health and safety regulations, including Asbestos, Legionella, COSHH, Fire and Risk Assessment		✓	Application form, interview, references
Knowledge of relevant codes of practice and/or policies, preferably in a school environment		✓	Application form, interview, references
Enthusiastic and flexible approach and attitude	✓		Application form, interview, references
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓		Application form, interview, references

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