



MOORLAND PRIMARY SCHOOL

SITE MANAGER



Join Moorland Primary – Help Create a School Where Every Child Thrives

Moorland Primary School is a nurturing, inclusive and ambitious school at the heart of its community. We are proud of our strong relationships, high expectations and unwavering commitment to ensuring every child feels safe, valued and successful.

As part of Campfire Education Trust, we benefit from a strong collaborative network of schools committed to excellence, inclusion and continuous improvement. Staff at Moorland are supported through high-quality professional development, collaboration across the Trust and opportunities to share and develop best practice alongside colleagues from other schools.

At Moorland, we know that the physical environment plays a vital role in children's learning, wellbeing and sense of belonging. A safe, welcoming and well-maintained school enables children and staff to thrive, and we are committed to creating an environment that reflects our high expectations and pride in our community.

We are seeking a reliable, proactive and committed Site Manager to join our team. This is an exciting opportunity for someone who takes pride in their work and understands the important role they play in ensuring our school is a safe, secure and inspiring place for children to learn.

This role is particularly suited to someone who:

- Takes pride in maintaining high standards and has excellent attention to detail.
- Is committed to providing a safe, secure and welcoming environment for pupils, staff and visitors.
- Can manage and prioritise a varied

Job details

Job title: Site Manager

Salary:

Hours: 10 hours a week

Contract type: Permanent

Reporting to: Operations Manager

Responsible for: Cleaning staff

Main purpose

The Site Manager is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyman activities, routine maintenance and refurbishment, portage, and minor repairs
- Supervision of school cleaning staff
- Promoting health and safety around the school

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Duties and responsibilities

General duties

- Carry out portering duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to the School Business Manager
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors
- Advise on site development projects and make recommendations on site use

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

Security

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary, for example regular and ad hoc lettings in and out of term time
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the head of school on all matters relating to school security and safety

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the School Business Manager
- Provide safe access to the school in cold weather conditions
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work

Line management

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- Manage the cleaning team on a daily basis
- Ensure school terms and holidays are sufficiently covered with staffing
- Delegate tasks appropriately to staff and ensure the smooth running of the team
- Carry out performance management duties and make sure all staff in team have relevant, required training

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively
- Ensure contractors and external visitors comply with security and health and safety while on school premises

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Operations Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head of school

Person specification

CRITERIA	QUALITIES
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CRITERIA	QUALITIES
Experience	<ul style="list-style-type: none">• Caretaking• Building maintenance• Security, including alarm systems• Cleaning work• Some DIY• Working in a team• Supervising a small team of staff• Managing a small team of staff• Working with contractors
Skills and knowledge	<ul style="list-style-type: none">• Good knowledge of health and safety regulations• Ability to work flexibly, independently and as part of a team• Basic DIY skills• Ability to plan, organise and prioritise• Manage health and safety across the school
Personal qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• Embraces change well• Deals with difficult situations effectively• Able to work flexibly and out of school hours as required
Physical requirements	<ul style="list-style-type: none">• Be reasonably fit to carry out the duties of the job• Able to carry out some manual handling and lifting• Able to carry out work at high levels using appropriate equipment

Notes:

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

Deadline for application: 6th July 2026

Interview: 7th July 2026

Start date: To be discussed and agreed with the successful candidate

We reserve the right to interview and appoint before the closing date, therefore early applications are encouraged