

Hooton Pagnell All Saints CoE Primary School

Clayton Lane, Hooton Pagnell, Doncaster,
South Yorkshire, DN5 7BT

Site Manager Application Pack

Job Description

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

Welcome:

Thank you for your interest in joining James Montgomery Academy Trust as a Site Manager at Hooton Pagnell All Saints CoE Primary School.

We are seeking to appoint a reliable, proactive and hardworking individual who takes pride in maintaining high standards and creating an environment where pupils, staff and visitors feel safe, welcomed and supported.

This is a key role within the school community. The successful candidate will play an important part in the smooth day-to-day operation of the academy, ensuring that the buildings and grounds are maintained effectively and remain compliant, secure and fit for purpose.

Working closely with the Headteacher, Office Manager, Trust Estates Team and wider staff, you will support the ongoing development of the school site and contribute positively to the wider life of the academy. We are looking for someone who is practical, organised, solution-focused and able to build strong professional relationships with colleagues, contractors and visitors.

If you are someone who enjoys variety in your work, shows initiative and is committed to maintaining a high-quality learning environment, we would be delighted to hear from you.

Job Details:

Job Title: Site Manager.

Salary: Band E / SCP 7 – 11:

- £27,274 - £29,071 per annum (FTE).
- £14,742.70 - £15,714.02 per annum (Pro-rata).

Appointment:

Permanent - Part Time, 20 hours per week, 52 weeks per year on a split shift arrangement

Monday - Friday: 4 hours per day (**exact shift pattern to be agreed**), with additional hours as required.

Responsible to: Headteacher & Trust Estates Manager.

Start Date: As soon as possible.

Job Description

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

Purpose of the Role:

The Site Manager plays a key role in ensuring that the school provides a safe, secure, welcoming and well-maintained environment for pupils, staff and visitors. Working closely with the Headteacher, Office Manager and Trust Estates Manager, the postholder will lead the day-to-day management of the school's premises and facilities, ensuring that buildings, grounds and services operate efficiently and remain fully compliant with all statutory requirements.

The Site Manager will lead the school's cleaning provision, manage premises maintenance, coordinate contractors, oversee health and safety compliance and support planned improvements to the school estate. The role requires a proactive, practical and organised individual who takes pride in maintaining high standards and who is committed to providing an environment that supports outstanding teaching and learning.

Key Responsibilities:

Leadership and Management:

The postholder will:

- Lead the day-to-day management of the school site and premises.
- Provide line management, support and day-to-day supervision for Trust-employed cleaning staff.
- Supervise the work of external cleaning contractors, ensuring agreed standards and service levels are consistently achieved.
- Plan, allocate and monitor the work of premises and cleaning staff to ensure effective service delivery.
- Support staff induction, training and performance management where appropriate.
- Promote high standards of customer service and foster positive working relationships across the school community.
- Work collaboratively with the Trust Estates Team to deliver Trust-wide premises standards and contribute to Trust improvement initiatives.

Job Description

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

Health and Safety:

The Site Manager will ensure that the school complies with all relevant health and safety legislation, Trust policies and statutory requirements by:

- Maintaining a safe working environment for pupils, staff, visitors and contractors.
- Ensuring compliance with the Health and Safety at Work Act and all relevant regulations.
- Supporting compliance with fire safety, asbestos management, gas safety, electrical safety, legionella control, water hygiene, working at height, manual handling and other statutory requirements.
- Maintaining accurate compliance records and supporting statutory inspections, audits and reporting.
- Managing the school's Control of Substances Hazardous to Health (COSHH) arrangements.
- Ensuring hazardous materials are correctly stored, labelled, handled and disposed of safely.
- Managing stocks of cleaning chemicals and ensuring their safe and economical use.
- Undertaking and supporting site risk assessments and ensuring control measures are implemented and reviewed.
- Carry out regular site inspections and identifying hazards promptly and taking appropriate action to minimise risk.

Sites and Facilities Management:

The Site Manager will:

- Oversee the maintenance, repair and presentation of the school buildings, grounds and external areas.
- Carry out routine inspections of the premises, identifying maintenance requirements and ensuring timely completion of repairs.
- Undertake minor repairs, decorating and maintenance tasks where appropriate.
- Coordinate planned and reactive maintenance works.
- Supervise contractors on site, ensuring work is completed safely, efficiently and to the required standard.
- Monitor heating, lighting, water, ventilation and other building services to ensure they operate effectively.

Job Description

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

- Record meter readings and support initiatives to improve energy efficiency and environmental sustainability.
- Carry out portage duties, room set-ups, furniture moves and support school events and lettings.
- Receive deliveries and ensure materials and equipment are stored safely and securely.
- Undertake portage duties, including receiving deliveries, moving furniture and preparing rooms for meetings, events and activities.
- Assist with lettings and community use of the premises where required.

Security and Safeguarding:

The Site Manager will:

- Be responsible for the security of the premises, including locking and unlocking the site and acting as a key holder.
- Respond appropriately to alarm activations, emergencies and out-of-hours call-outs where required.
- Liaise with emergency services, contractors and security providers where necessary.
- Carry out regular checks of security systems, gates, fencing, alarms, CCTV and fire safety equipment.
- Ensure emergency exits and access routes remain safe and unobstructed.
- Support the school's safeguarding responsibilities by maintaining a secure environment and adhering to safer working practices.

Administration:

- The Site Manager will:
- Maintain accurate records of inspections, maintenance, servicing and statutory compliance.
- Use Trust premises management systems to record maintenance requests, inspections and completed works.

Job Description

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

- Maintain inventories of tools, plant and equipment and ensure they remain safe, serviceable and fit for purpose.
- Order premises materials, cleaning products and consumables, ensuring value for money and appropriate stock levels.
- Support the procurement of maintenance works by obtaining quotations where required.
- Monitor contractor performance and maintain appropriate documentation.
- Support the Office Manager and Trust Estates Team with operational planning, site development and assist with premises budgets where delegate.

Cleaning Management:

The Site Manager is responsible for ensuring consistently high standards of cleanliness throughout the school by:

- Managing the day-to-day cleaning operation.
- Line managing Trust-employed cleaners.
- Supervising external cleaning contractors.
- Monitoring cleaning performance and carrying out regular quality inspections.
- Ensuring cleaning schedules are completed effectively.
- Ordering, managing and controlling stocks of cleaning materials, consumables and equipment.
- Ensuring all cleaning products are stored securely and managed in accordance with COSHH regulations.
- Maintaining records relating to cleaning chemicals, Safety Data Sheets and COSHH risk assessments.
- Promoting safe working practices and ensuring appropriate personal protective equipment is available and used correctly.

Job Description

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

- Use digital systems effectively for communication, reporting and compliance monitoring.
- Participate in training, meetings and professional development activities relevant to the role.

General Responsibilities:

The postholder will:

- Work flexibly to meet the operational needs of the school and, where required, support other schools within James Montgomery Academy Trust.
- Contribute positively to the ethos and values of the academy and Trust.
- Participate in training and professional development.
- Promote equality, diversity and inclusion in all aspects of their work.
- Maintain confidentiality and comply with GDPR requirements.
- Carry out any other duties appropriate to the grade of the post, as reasonably requested by the Headteacher or Trust Estates Manager.

The post holder's duties must be carried out in compliance with the school's Safeguarding Policies, Equality Policies, Information Security Policies, Financial Regulations, Health & Safety at Work Act and all other school policies.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

The post holder must always comply with the school's code of conduct.

Person Specification

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

EDUCATION AND QUALIFICATIONS	Essential	Desirable	Source A- application I - interview R - references
GCSE Grade 4/C or above (or equivalent) in English and Mathematics.	✓		A
Hold recognised training/qualifications associated with premises management or a related trade.		✓	A
Competent at basic building repairs and maintenance.	✓		A,I,R
Full UK Driving Licence.	✓		A
Evidence of continuous professional development.	✓		A
Ability to follow and apply safeguarding and safer working practice guidance consistently.	✓		A, I, R
IOSH Managing Safely or equivalent inc. risk assessment qualification.		✓	A
First Aid at Work qualification.		✓	A

EXPERIENCE	Essential	Desirable	Source A- application I - interview R - references
Previous experience in site supervision or caretaking.		✓	A
Experience of health and safety and premises compliance.	✓		A,I
The ability to operate and understand electrical/mechanical systems.		✓	A,I
Risk assessment experience/qualification.		✓	A,I
Experience of managing COSHH systems and risk assessments.		✓	A, I,R
Experience of working in a school or education setting.		✓	A,I
Experience of managing cleaning teams.		✓	A, I, R
Experience using premises or compliance management software or digital monitoring tools.		✓	A, I,R

Person Specification

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

KNOWLEDGE, SKILLS AND ABILITIES	Essential	Desirable	Source A - application I - interview R - references
Strong practical skills (e.g. DIY, repairs, minor maintenance)	✓		A, I
Excellent organisational and planning skills.	✓		A, I
Good communication and interpersonal skills.	✓		A, I
Ability to manage own time effectively and demonstrate initiative including establishing priorities.	✓		A, I
The ability to prioritise competing demands.	✓		A, I
Excellent problem-solving skills.	✓		A, I
Good ICT skills.	✓		A, I
The ability to work independently and collaboratively.	✓		A, I
Ability to work professionally in a school environment, respecting safeguarding, confidentiality and appropriate boundaries	✓		A, I, R
Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.	✓		A, I, R
A calm, flexible approach when responding to emergencies or changing priorities and prioritise effectively in a busy environment.		✓	A, I, R

PERSONAL AND PROFESSIONAL ATTRIBUTES	Essential	Desirable	Source A - application I - interview R - references
Demonstrate honesty, integrity and professionalism.	✓		A, I
Be dependable, trustworthy and highly organised.	✓		A
Take pride in maintaining an outstanding learning environment.	✓		A, I
Be proactive and solutions focused.	✓		A, I
Build positive relationships with pupils, staff, contractors and visitors.	✓		A, I
Show resilience, adaptability and initiative.	✓		A, I
Be committed to safeguarding and promoting the welfare of children.	✓		A, I
Share the values and ambitions of James Montgomery Academy Trust.	✓		A, I

Person Specification

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

Additional Requirements

- Enhanced DBS clearance
- Fully supportive references
- Commitment to safe working practices in line with Trust policies

James Montgomery Academy Trust is dedicated to appointing the best possible candidates.

The successful candidate for this position will make the education of their pupils their first concern, will be accountable for achieving the highest possible standards in work and conduct. Act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as up-to-date and will be self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Application Process

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

We are delighted that you are considering applying for a position at our school. We aim to ensure that our recruitment process is fair, transparent and supportive for all candidates.

How to Apply

Candidates should complete the official application form in full, ensuring that all sections are accurate and up-to-date. Your supporting statement should clearly demonstrate how your skills, experience, and personal qualities meet the requirements outlined in the job description and person specification.

Submission of Applications

Completed applications must be submitted by the stated closing date. Applications should be sent via the secure portal within My New Term.

Shortlisting

All applications will be assessed against the person specification for the role. Shortlisted candidates will be contacted directly with details of the next stage of the selection process.

Interview and Selection

The selection process may include a combination of interviews, practical tasks, lesson observations, or assessments relevant to the role. Candidates will be given advance notice of the format and requirements of the day. If you have any specific access or support needs, please inform us so reasonable adjustments can be made.

Pre-Employment Checks

All offers of employment are conditional and subject to the following:

- Satisfactory references
- Verification of identity and right to work in the UK
- Enhanced Disclosure and Barring Service (DBS) check, including checks against the Children's Barred List
- Verification of qualifications and professional status where applicable
- Completion of a health declaration
- Any further safeguarding checks deemed necessary in line with statutory guidance

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Recruitment processes follow safer recruitment guidelines and Keeping Children Safe in Education (KCSIE) statutory requirements.

Data Protection

Personal data provided during the recruitment process will be processed in accordance with current data protection legislation. Information will be used solely for recruitment purposes.