



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Site Manager

Astrea Academy
Sheffield

ROLE SPECIFICATION

Academy / Department	Astrea Academy Sheffield
Post title	Site Manager
Responsible to	Vice Principal
Full time Salary	£34,812 - £38,739
Working Hours	37 hours per week, 52 weeks per year
Line Management Responsibility	Yes

ROLE SUMMARY

The Site Manager will oversee the maintenance, safety and general upkeep of the Primary and Secondary school buildings and grounds, ensuring that the sites is maintained to a high standard and provides a safe, secure and welcoming environment for scholars, staff and visitors.

The role will include carrying out general repairs and maintenance, as well as working closely with the Operations Manager to ensure that all appliances, systems and areas of the building are appropriately maintained and comply with relevant legal and regulatory requirements. This will include supporting arrangements relating to fire safety, legionella risk assessments and other statutory compliance requirements.

The duties outlined below are not exhaustive. The successful candidate may be required to undertake other duties commensurate with the grade and responsibilities of the role. Duties will not be excluded simply because they are not specifically itemised.

The successful candidate will be required to work shifts between 6:30am and 7:00pm, according to the operational needs of the academy.

Main Duties and Responsibilities

- ★ ★ Act as line manager for the Site Team, providing clear direction, support and accountability.
- ★ ★ Effectively manage the Site Team to ensure a consistently high standard of service across all areas of responsibility.
- ★ ★ Act as a primary key holder for the academy premises.
- ★ ★ Take responsibility for maintaining an effective level of security across the buildings and grounds.
- ★ ★ Liaise with security services and respond appropriately to issues relating to alarm systems.
- ★ ★ Maintain appropriate security arrangements for rooms and areas containing high-value equipment, resources or sensitive materials.
- ★ ★ Identify, clearly label and maintain accurate records of the location of stopcocks for water and gas, together with electrical isolators, fuse boards and circuit breakers.
- ★ ★ Lock and unlock the premises as required, carrying out appropriate checks for signs of vandalism, damage or attempted or actual break-ins.

- ★ Liaise with emergency services, including the Police and Fire and Rescue Service, and relevant Trust or Education Officers, where required in response to incidents such as break-ins, fires or other emergencies.
- ★ Operate intruder alarm systems and switch internal and external lighting on or off as required.
- ★ Adjust time clocks and other building controls when necessary.
- ★ Following break-ins, vandalism or other incidents, take appropriate immediate action to make rooms and areas safe and secure.
- ★ Report incidents promptly to the Operations Manager, Principal and Estates Team, taking appropriate immediate measures where possible, including boarding up damaged areas, safely removing loose or broken glass and making the immediate vicinity safe and tidy.
- ★ Carry out regular visual checks of fire alarms, fire extinguishers and emergency lighting, reporting any defects or concerns through the appropriate channels.
- ★ Ensure gas, water and electrical supplies are left in a safe condition when securing the premises, in accordance with academy procedures and relevant safety requirements.
- ★ Undertake emergency and occasional cleaning duties as required, including responding to incidents involving illness, spillages, flooding or additional cleaning requirements, particularly in toilet areas.
- ★ Undertake periodic stripping, cleaning and resealing of hard-surface floors.
- ★ Maintain the cleanliness and presentation of external areas, including yards, paths, gullies and drains.
- ★ Empty external litter bins regularly and ensure external areas are kept clean, safe and free from litter and obstruction.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Educated to GCSE standard – English & Maths grade C or above (or equivalent)	•	
Recognised qualification/substantial experience within a suitable trade, for example joinery or plumbing.	•	
Evidence of recent professional development.		•
Experience		
Minimum of 2 years' relevant experience in a similar role	•	
Experience of project management and leading rotas/staff deployment	•	
Experience of being a line manager and an appraisal system	•	
Experience of working within an educational setting would be		•

beneficial		
Professional Skills & Knowledge		
Knowledge of building maintenance and Health & Safety	•	
Ability to create / complete suitable risk assessments	•	
Good IT Skills and ability to learn new systems	•	
Demonstrate a commitment to own professional development and a willingness to learn	•	
To effectively and efficiently record key information	•	
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
Ability to work under pressure and to multi-task to deadlines.	•	
High expectation of self and others	•	
Personal Qualities		
Demonstrate personal and professional integrity, including modelling Astrea values and vision	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Flexible and organised approach to work	•	
High level of integrity with an ability to self-evaluate and reflect	•	
Line Management		
This role will have line management responsibility for others.	•	

GENERAL RESPONSIBILITIES

- ★ ★ Contribute positively to the achievement of the overall aims and objectives of the Trust and Academy Improvement Plans.
- ★ ★ Demonstrate a commitment to continuous professional learning and the development of knowledge and skills relevant to the role.
- ★ ★ Conduct yourself in a professional, approachable and fair manner, consistently modelling politeness, respect and positive behaviour.
- ★ ★ Demonstrate a high level of attendance and punctuality, recognising the importance of reliability within the academy environment.
- ★ ★ Be aware of and comply with all relevant Trust policies and procedures, including, but not limited to:

- Acceptable Use of IT Policy
- Code of Conduct
- Keeping Children Safe in Education (KCSIE 2026)
- Child Protection and Safeguarding Policy
- Health and Safety policies and procedures
- Relevant Estates and premises management procedures
- ★ Work collaboratively and cooperatively as part of the academy and wider Trust staff team.
- ★ Support a culture of safeguarding, professionalism, teamwork and continuous improvement across the academy.
- ★ Undertake any other duties that are commensurate with the grade and responsibilities of the role, as required. This role profile is not exhaustive and may be reviewed in response to the changing needs of the academy.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the requirements of the education sector and our obligation to comply with Keeping Children Safe in Education (KCSIE), all applicants are required to complete an application form. We are unable to accept a CV as an alternative form of application.

We recognise that our application form is comprehensive. If you experience any difficulties completing the form or require any support, please contact recruitment@astreaacademytrust.org.