



Site Lead

Schools:

Arrow Valley First School / St Stephen's CofE First School

Contract:

Permanent, part time, 29.5 hours per week, split-shift pattern, full year

Salary:

Scale 5, Point 12-17 (£28,598 to £31,022)

Start date:

As soon as possible

Closing date:

9.00am on Monday 18th May 2026



Central Region
Schools Trust

Founded by the RSA

ADVERT

Central Region Schools Trust are delighted to offer the opportunity to join our team at Arrow Valley First School & St Stephen's CofE First School as a Site Lead. We are seeking highly motivated and proactive candidates who compliment our existing Estates team and provide an exceptional service to our schools and communities.

Reporting to the Principal, you will manage a team of Estate Staff and will oversee the improvement, maintenance and cleanliness of the school buildings and grounds. We believe in the highest expectations for pupils and staff and the Site Lead is integral to ensuring these high standards are maintained. You will ensure that the buildings, site and facilities are fully compliant and available for use whenever they are needed. Other duties will include security of the sites, maintenance work and liaison with contractors.

As a member of the Central Region Schools Trust, you will have the opportunity to work with a group of Site Leads and to share expertise as appropriate, and will be required to work flexibly across Trust locations to offer support to other Trust schools when required.

The successful candidate must be flexible, with a positive and enthusiastic attitude to work. The hours are worked on a split-shift basis between the hours of 07:00am to 18:00pm.

Our ideal candidate should possess a commitment to working with children, a willingness to be reflective, be committed to continual improvement through professional dialogue and exploration and enjoy working flexibly as part of a team.

Completed applications should be submitted by 9.00am on Monday 18th May 2026. CVs will not be considered.

Central Region Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS clearance. Online checks will be conducted for all shortlisted candidates.

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Job Description

Job Title: Site Lead

Reporting to: Principal

Professional Duties and Responsibilities:

- Assist the Principal in the development of the use of school facilities during the normal school day and after school, to include evenings, weekends and school holidays.
- Manage the Site team (to include the cleaning team) and plan and monitor schedules of work
- Ensure appropriate cover for Trust sites in the event of absence and holidays.
- Identify and deliver any necessary training for the team.
- Responsible for the arrangements of, and to participate in, required shift patterns with other Site team members
- Hold overall responsibility for the security of the School, actively participating in the on-call rota and arranging appropriate cover for on-call duties.
- Support the School/Trust maintenance programmes and facilitate any additional learning programmes resulting from the School Improvement Plan.
- Control and monitor the use of budgets for repairs and maintenance in collaboration with the Principal of the School and the Estates Management Team.
- Responsible for ensuring that all statutory estates checks are undertaken in a timely manner and that any issues are addressed and reported to the Principal/Estates Management Team promptly.
- Plan and prepare for forthcoming events and arrange security and site team cover as appropriate.
- Responsible for the day to day management and compliance of any planned building work.
- Report to the Principal/Estates Management Team on progress of planned maintenance and specific developments.
- Provide general supervision of Site Operatives, ensuring acceptable standards of work, prioritising duties and monitoring cover for all essential site duties.
- Ensure Risk Assessments are in place for all tasks.
- Ensure that operatives and contractors remain engaged at all times and maintain high standards of work, using appropriate equipment, materials and chemicals that meet with Health and Safety / COSHH requirements and conditions of contract and are not harmful to the building fabric or staff, students etc.
- Ensure consistent interpretation of the contract conditions among team members.
- Agree site inspections with technical advisors for all contract work, monitor standards and ensure that contract deadlines are met.
- Liaise with the Principal/ Estates Management Team to discuss any proposed changes in maintenance contracts.
- Ensure that all necessary steps and precautions are taken to prevent unauthorised parking.
- Responsible for signing job completion/customer satisfaction notes as required, checking that contractors vacate the site on completion and sign in/out in line with School/Trust procedures.
- Ensure availability of supplies of all materials necessary to undertake the duties of the post.
- Monitor and securely store all equipment provided to you for the purpose of your work, ensuring that it is kept in good order, completing tool inventories weekly and retaining records of same.
- Liaise with the safeguarding lead to ensure all contractors have complete a safeguarding induction and comply with Safeguarding procedures at all times.

Security

- Responsible for the security of the buildings, contents, grounds and boundaries including routine and non-routine opening of the premises and setting of alarms.
- Carry out security checks and procedures for the school buildings and grounds, including setting intruder alarms and ensuring boundaries are secure and that all gates and doors are locked when required.
- Complete daily inspections of site, inside and outside, to ensure that all equipment is safe and to facilitate the removal of any dangerous materials or objects.
- To ensure that the school is unlocked before the start of the school day and secured at the end of the day, ensuring all windows and doors are secured and locked in place.
- To operate the burglar alarms and to report any problems and deficiencies to the Principal/Estates Management Team.
- Respond to emergencies on site as required
- To act as key holder and to attend all "call-outs", unless on annual leave where appropriate cover for such events has been appropriately arranged.

Health and Safety

- Prepare updates for Health and Safety related issues and be responsible for arranging all necessary annual inspections and follow up maintenance work e.g. Fire equipment, EICR, legionella checks Asbestos Management plan reviews , Gas safety Inspections PAT testing etc.
- Take responsibility for appropriate actions highlighted within inspections to ensure statutory compliance.
- Ensuring Contractors, or persons working in the school, are aware of the asbestos register, signing the register before the commencement of work on site.
- Carry out procedures in the event of any emergency, ensuring that arrangements are in place for site operatives to be able to respond to an emergency call outs.
- Ensure that paths, steps, walkways, courtyard, play grounds etc. are kept free of snow and ice, using and ordering salt and grit as necessary.
- Ensure provision of fire action signs, check fire escape routes, ensure daily, weekly, termly and annual checks of fire equipment are undertaken and recorded. Review Fire Risk assessment annually and update as necessary.
- Operate fire alarms and report any problems and deficiencies to the Principal/Estates Hub Manager, ensuring the testing of all fire alarms for a minimum of once per alarm each week. .
- Ensure that any hazards are immediately cleared.
- Monitor, and immediately report, any potential or live safety hazards to a member of the senior leadership team
- Ensure self and colleagues comply with Health & Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others.
- Undertake statutory checks and inspections as required by Health & Safety legislation.
- Build positive relationships with contractors, ensuring they are following Trust and Health & Safety processes and procedures.
- Ensure general and specific risk assessments are carried out and recorded in line with all health and safety requirements and that a culture of positive risk management is embedded across the site

Maintenance and Development

- To operate the heating, lighting and plumbing systems as directed and report any problems and deficiencies to the Principal.
- To act as a point of contact for the site, liaising with contractors when required by the Principal/Estates Management Team.
- To ensure that paved areas and playgrounds are cleared daily
- Undertake minor repairs as necessary.
- To undertake general maintenance of buildings and fixtures e.g. decorating, replacing ceiling tiles, replacing floor finishes, checking water leaks before contractors are called etc.
- Complete purchase orders ordering of supplies/ equipment as necessary in liaison with, and following approval of, the Principal/Estates Management Team.
- Responsible for the safe and correct operation of heating plant, maintain temperatures and the availability of an adequate supply of hot water. Arrange for any deficiencies to be corrected by the appropriate authority as soon as possible.
- To be responsible for the use, maintenance and security of plant, machinery and equipment based at school. Arrange for routine checks to be made to identify faulty equipment including water boilers, cookers, refrigerators, etc. and arrange necessary repairs.
- Carry out grounds maintenance work not included within a contract to ensure that the site has a well-kept appearance.
- Undertake minor repairs and maintenance work including carpentry, plumbing, and general duties e.g. minor plaster repairs, replacing loose tiles, re-laying uneven paving, changing light tubes etc.
- Undertake regular and routine clearance of drains and gullies to ensure these are kept free flowing.
- Undertake regular leaf clearing
- Responsible for reporting and arranging all repairs and maintenance needs, progress chasing and reporting on delays to the Principal/Estates Hub Manager to ensure that contractors on site do not pose a Health and Safety hazard or damage school property.
- To record gas, electric and water meter readings and report to the Finance team and any variances to the Principal/ Estates Management Team.

Grounds and Cleaning

- To oversee the work of the Grounds Maintenance Contractor and report any problems and deficiencies to the Principal/ Estates Management Team.
- Ensure an attractive and welcoming site, clear of graffiti, litter, weeds and fallen leaves.
- To manage cleaning staff and arrange cover where necessary, utilising resources from the site team to ensure cleanliness of the school for each working day
- Monitor cleaning standards and ensure that cleaning schedules and standards of cleanliness are achieved.
- Carry out regular cleaning audits, ensuring cleaning stock is available for duties to be conducted appropriately.
- To undertake cleaning duties, which occur during the school day, that are identified outside of the cleaning staff scheduled work time.
- Ensure that all public areas, are kept clean throughout the day, delegating responsibility where necessary.
- Ensure that windows, directional signs, name boards and cycle canopy are cleaned regularly.

Porterage

- To undertake porterage duties as required and to assist in the loading and unloading of deliveries. Ensuring correct distribution and storage of deliveries within the school.
- To manage the setting out and clearing away of furniture as required (e.g. for meeting, exams, school events and lettings.)

Supervision of Staff

- To arrange training to keep the site team up to date with the requirements of the post.
- To ensure the site team staff comply with the requirements of the Health and Safety at Work regulations and receive appropriate training.
- To undertake a reasonable amount of cover for the absence of colleagues when requested by the Principal whilst coordinating and implementing a longer term solution.
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.
- To demonstrate a positive working style with a committed and flexible attitude, promoting the importance and benefits of effective team working and well-being in accordance with the Trusts Visions and Values.

Other Duties

- To actively participate in personal and professional development opportunities, attending and facilitating training activities to ensure the changing demands of the job are met.
- To encourage active participation personal and professional development opportunities for the site team, ensuring attendance to training activities to ensure the changing demands of the job are met.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.
- Responsible for liaising with the external Sports Letting Provider to ensure that all of the necessary arrangements and health and safety measures are in place.
- To promote the vision and values of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct
- Support other Academies within Central Region Schools Trust where appropriate.
- To actively participate in the performance management process.
- To role model professional and positive behaviours to all students in our care

Notes

The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in the Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users.

Person Specification

Criteria	Essential	Desirable	Identified
Education, qualifications and training	<ul style="list-style-type: none"> • Willingness to undertake further professional development • Willingness to undertake IOSH training or equivalent • Valid full UK driving licence and access to own vehicle 	<ul style="list-style-type: none"> • Trade qualifications such as electrical (18th Edition basic introduction) plumbing/general building maintenance (NVQ Level 2) • Experience of working in a school setting or within a youth environment • Experience of working within a large site with multiple requirements and considerations • First Aid certificate • Health and Safety qualification i.e. IOSH or equivalent • MIDAS Minibus driver certificate • Experience of working with Building Management Systems 	<ul style="list-style-type: none"> • Application form, references and interview

Criteria	Essential	Identified
Skills	<ul style="list-style-type: none"> • Attention to detail when undertaking duties • Be flexible to changing demands of the post • Ability to work both alone and within a team to achieve specified standards • Able to work with minimum supervision • Ability to prioritise work • Ability to manage time effectively to complete tasks to a high level • Knowledge and understanding of what constitutes high quality and how to secure it within the Trust/School • Take pride in a job well done • Commitment to promote and support the vision, values and ethos of the Academy • The ability to be assertive when dealing with student behaviour matters • Excellent communication skills • Be a calming influence on the student body 	

Person Specification

Criteria	Essential	Identified
Qualities and attributes	<ul style="list-style-type: none"> • Suitability to work with children. • Able to form and maintain appropriate relationship and personal boundaries with children and young people. • Outstanding spoken and written communication skills with and ability to present information in a clear and concise manner. 	<ul style="list-style-type: none"> • Application form, references and interview

Criteria	Essential	Identified
Personal Qualities	<ul style="list-style-type: none"> • A commitment to equality and diversity policies • A commitment to health and safety • A commitment to child protection and safeguarding • An understanding of child protection and safeguarding • A positive 'can -do' attitude and strong work ethic. • Excellent personal organisation, self - motivation and enthusiasm. • Ability to move between the big picture and the detail • Committed to high standards and continuous improvement 	<ul style="list-style-type: none"> • Application form, references and interview

Need more advice?

Please see our website
(Central Region Schools Trust
- Founded by the RSA)

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Central Regions Schools Trust – Social Justice through Exceptional Schools’.



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