



Recruitment Guide

Site Manager



Location: King's Lander Primary Academy

Contract: Permanent

Salary: £31,537 - £33,699

Start Date: ASAP



[f](#)@LanderPrimaryAcademy



WELCOME TO THE GREAT SCHOOLS TRUST

“Excellence is not a destination – it is who we are, every day.”

Welcome to Great Schools Trust, where belief in every child's potential meets the daily habits that make success inevitable. In our schools, excellence is not left to chance. It is embedded through clear routines, ambitious teaching, compassionate leadership and a culture where character matters.



Our Mission:

To develop in every student the academic skills, intellectual habits, qualities of character, and leadership traits necessary to become a successful, healthy citizen in the global community.



Our Vision:

To build a family of outstanding academies where all students, irrespective of their starting points, flourish, are happy and achieve their full potential.



Our Values – ASPIRE

- Aspiration
- Self-awareness
- Professionalism
- Integrity
- Respect
- Endeavour



Our Pillars of Excellence:

People & Leadership –

Growing exceptional leaders who inspire, empower and deliver.



Character & Leadership –

Building resilience, integrity and aspiration through values-led education.



Educational Transformation –

Relentlessly improving teaching and learning for every child.



AI & Future Learning –

Harnessing innovation and technology to personalise and future-proof learning.



System Leadership –

Driving improvement across schools with trust-wide accountability and collaboration.



Educational Partnerships –

Working with families, communities and global partners to extend opportunity.

National Recognition:

- National Behaviour Hub Lead MAT
- Edurio Top 10 for Staff Satisfaction (2024)
- Most Improved MAT in the Northwest for Progress 8 (2023–24)
- Home to the IPCL: The Institute of People, Character & Leadership

WELCOME FROM THE CEO

Shane Ierston
Chief Executive Officer



At the Great Schools Trust, we hold a simple belief: teachers deserve the space, support and trust to do what they came into this profession to do. To inspire young minds and to shape the future with hope and purpose.

This year has reminded us of the extraordinary things that happen when we work together with shared belief and a deep commitment to helping every child flourish. Innovation has been at the heart of this, especially our new AI-powered assessment platform, which is now rolling out across the Trust. It is already saving teachers hundreds of hours each year. That is not just a technological achievement. It is time genuinely returned to you.

Less pressure, fewer late nights and more energy for the work that truly matters.

No teacher enters this profession expecting to battle endless admin. They choose this path because they care. Our responsibility, as a Trust, is to make sure you can keep doing what you love, supported, valued and encouraged every step of the way.

Over the past year, we have continued to build a culture where people feel heard, respected and safe to grow. Our recent Edurio survey placed us in the top ten trusts nationally for staff wellbeing and organisational values. This reflects the warm relationships, thoughtful leadership and collective purpose that define our community. It also speaks to the consistency across our family of schools. All our academies are judged Ofsted Good or higher, something we are proud of because it represents the everyday dedication of our staff.

As our people thrive, so do our students. Across our academies, we are seeing outcomes that challenge expectations and transform futures.

With 70 percent of students entering the English Baccalaureate and several schools closing the Progress 8 gap between disadvantaged and non-disadvantaged students, our belief in social mobility is more than a vision. It is becoming a reality.

If you are considering joining us, we would love you to know this: you are not just stepping into a job. You are joining a community. A community that invests in you, trusts you and stands beside you. You will be welcomed into a family that celebrates your strengths, supports your growth and believes in the difference you can make.

Credo, Credimus:
"I believe, we believe."

We believe in every child.
We believe in every member of staff.
And we believe in what we can achieve together.

Shane Ierston, CEO

Shane Ierston





WELCOME FROM THE PRINCIPAL

Yvonne Dineley Principal of Lander



Welcome to King's Lander Primary Academy, a non-selective academy at the heart of our community, dedicated to providing a truly world-class education for the young people of Litherland and Bootle.

Our vision is clear: to develop in every student the academic skills, intellectual habits, strength of character and leadership qualities they need to succeed at every stage of life and to thrive as confident, responsible citizens of the future.

At King's Lander, we genuinely believe that every child can succeed. This belief sits at the core of everything we do and is captured in our motto, *Credimus* "we believe."

We believe in our children, in their potential, and in their ability to achieve great things. We also believe that great teaching is the key to unlocking that potential, which is why we are committed to appointing exceptional staff who share our passion and dedication to serving our whole school community.

We have the highest expectations of ourselves and of our pupils because we know that with the right support, encouragement and challenge, every child can flourish. Our purpose is simple but powerful: to give every child the very best start in life and to prepare them fully for the next stage of their educational journey.

What makes King's Lander truly special is our highly personalised approach. We take the time to understand every child as an individual, nurturing both their academic progress and their creative talents, and providing rich opportunities for them to grow in confidence and character.

As Principal, I feel incredibly proud and privileged to lead such a dedicated, mission-driven team. Every member of staff is united in their commitment to ensuring that the education we provide is second to none.

It is a real pleasure to welcome you to our Academy. I hope this information gives you a genuine sense of who we are, what we stand for, and the pride we have in our school and our community.

Yvonne Dineley



KING'S LANDER
PRIMARY ACADEMY

Staff Benefits & Wellbeing

At our Trust, we are committed to creating an exceptional working environment where staff feel valued, supported and empowered to thrive. We believe that investing in our people is the foundation of outstanding education.

A Trust That Prioritises Staff Wellbeing

- A culture where staff wellbeing underpins decision-making
- Strong pastoral support and leadership that genuinely listens
- A collaborative, family-oriented environment across all academies

Professional Benefits & Career Development

- Highly competitive salaries that reward excellence
- Access to CredimusAI, saving significant time and reducing workload
- A personal device for all teaching staff to support professional practice
- Weekly leadership link meetings to support development and progression
- Clear career pathways, with rapid promotion for the right candidates
- Trust-wide collaboration, sharing expertise and supporting other schools
- Strategic input into our new building, shaping facilities for future generations

Health, Wellbeing & Personal Support

- Benenden Health membership (optional £15.50 per month), with day-one access to:
 - 24/7 GP and mental health helplines
 - Specialist advice for adult care, neurodiversity and disability
 - Fast access to diagnostics, physiotherapy, mental health support and cancer advice
 - Support for tuberculosis and selected surgical procedures (subject to eligibility)
 - No medical checks, excess fees or age-related pricing
 - Option to add family members at additional cost
- BUPA Employee Assistance Programme (Trust-funded), providing:
 - Counselling and emotional wellbeing support
 - Legal, financial and family care advice
 - 24/7 confidential assistance
- Generous occupational sick pay, maternity/paternity provision and family-friendly policies

Financial, Lifestyle & Community Benefits

- Cycle to Work salary sacrifice scheme
- Membership of the Teachers' Pension Scheme or Local Government Pension Scheme
- Opportunities to engage with the local community through fundraising and charity work
- The chance to contribute to trust-wide culture, innovation and school improvement





About the Role

Location: King's Lander Primary Academy

Contract: Permanent, Full Time, All Year Round

Reports to: Principal

Salary: £31,537 - £33,699 FTE, Scale 6, Points 18-22

Start Date: ASAP

Lander Primary School is seeking a proactive, reliable and highly organised Site Manager to join our dedicated team and play a vital role in maintaining a safe, secure and welcoming environment for our children, staff and visitors.

This is a full-time position working 37 hours per week, Monday to Friday, on a split-shift basis, consisting of morning (6.30 am - 10 am) and afternoon (2.30 pm - 6 pm) with a break in between shifts.

The successful candidate will be responsible for all aspects of site management, including health and safety compliance, security, maintenance, supervision of cleaning staff and contractors, and ensuring the smooth day-to-day operation of the school premises. We are looking for someone with strong practical maintenance skills, excellent organisational abilities and a commitment to high standards across the school environment.

Lander Primary School is a supportive and welcoming school community where teamwork and professionalism are highly valued. The role offers 30 days annual leave, to be taken in agreement with the Principal, alongside opportunities for training and professional development.

This is an excellent opportunity for an experienced site professional who takes pride in creating a safe and positive learning environment for children and staff alike.

Job Description

The Site Manager is responsible for the day-to-day management, maintenance, safety and security of the school site, ensuring a clean, safe and welcoming environment for pupils, staff and visitors.

As the sole site-based facilities professional, the Site Manager will lead on all aspects of premises management, compliance and maintenance across the school. The postholder will work closely with the Office Manager, who provides cover during periods of absence, and will receive support from the Trust's Head of Estates and Estates & Facilities Officer.

The Site Manager is responsible for:

- Maintaining safe, secure and well-presented school buildings and grounds
- Managing statutory compliance, maintenance schedules and site records
- Carrying out routine maintenance, repairs and caretaking duties
- Managing cleaning provision and maintaining high standards across the site
- Promoting and maintaining health and safety throughout the school
- Acting as the main key holder and lead contact for premises matters
- Supervising contractors and monitoring site works
- Supporting site improvement and development projects

1) General Site Duties

- Manage the day-to-day operation of the school site and grounds
- Carry out portage duties, including moving furniture and equipment
- Lead and coordinate all day-to-day premises and facilities operations across the school site
- Undertake minor repairs, maintenance and DIY tasks
- Identify and report defects or health and safety concerns
- Arrange larger repairs and liaise with contractors
- Support site improvement and development works
- Maintain the appearance and safety of external areas

2) Cleaning

- Manage and supervise the cleaning staff to ensure high standards are maintained across the school
- Allocate duties and monitor the quality of cleaning provision
- Carry out daily and emergency cleaning duties where required, including gritting and spill response
- Coordinate deep cleaning programmes
- Maintain cleaning equipment and stock levels
- Ensure safe use and storage of cleaning products in line with COSHH guidance

3) Security

- Act as the main key holder for the school
- Open and secure the site daily, including out-of-hours access where required
- Operate and monitor alarms, CCTV and security systems
- Carry out regular checks of gates, locks, fencing and fire safety equipment
- Respond to alarms and security call-outs in line with procedures
- Report and arrange repairs relating to site security

4) Health & Safety & Compliance

- Ensure compliance with all relevant health and safety and premises legislation
- Maintain compliance records, certificates and planned preventative maintenance schedules
- Lead on premises compliance including fire safety, asbestos, water hygiene, electrical and gas safety
- Carry out and record routine health and safety inspections and site checks
- Ensure safe access to the site during adverse weather
- Monitor contractors to ensure safe working practices

5) Line Management

- Manage the cleaning and caretaking function on a daily basis
- Ensure staffing arrangements provide effective site coverage during term time and school holidays
- Delegate duties appropriately and ensure the smooth running of site operations
- Carry out performance management responsibilities and ensure staff complete required training

6) Working Relationships

- Work closely with the Office Manager to ensure continuity during periods of absence
- Liaise regularly with the Trust's Head of Estates and Estates & Facilities Officer
- Maintain positive relationships with staff, contractors and external agencies

7) Other Responsibilities

- Safeguard and promote the welfare of children and young people
- Follow all school and Trust policies and procedures
- Contribute positively to the wider life and ethos of the school
- Participate in relevant training and professional development
- Work flexibly to meet the operational needs of the school
- Maintain professionalism, confidentiality and high standards at all times

Person Specification

Category	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Willingness to undertake training as required • Recognised training/qualifications related to caretaking, maintenance or DIY activities 	<ul style="list-style-type: none"> • Able to operate electrical/mechanical systems • Handling and lifting awareness/training
Experience	<ul style="list-style-type: none"> • Competent in basic building repairs, maintenance and grounds maintenance • Experience using industrial/electrical/mechanical equipment and cleaning machinery • Experience maintaining accurate records, including maintenance schedules and health & safety records • Experience liaising with contractors, agencies and security personnel 	<ul style="list-style-type: none"> • Experience working as a senior caretaker/site manager within a school or similar environment • Experience planning and delivering maintenance programmes
Knowledge & Understanding	<ul style="list-style-type: none"> • Understanding and application of health & safety and manual handling regulations • Basic knowledge of heating, plumbing and electrical systems with good DIY skills • Ability to carry out minor repairs and maintenance works • Knowledge of cleaning materials, equipment and safe usage • Good understanding of school health & safety requirements • Knowledge of moving and handling procedures • Willingness to develop knowledge of COSHH regulations • Basic understanding of statutory compliance requirements for school buildings 	<ul style="list-style-type: none"> • Up-to-date knowledge of safeguarding legislation and guidance relating to children and young people
Skills & Abilities	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Ability to build and maintain positive professional relationships with children and adults • Ability to work independently, proactively and using own initiative • Ability to work effectively as part of a team • Flexible approach to working hours and changing school needs • Ability to organise and supervise contractors and cleaning staff effectively • Ability to undertake the physical demands of the role • Effective ICT, communication and organisational skills • Self-motivated with the ability to meet deadlines and quality standards • Willingness to develop new skills and expertise • Ability to prioritise and problem-solve effectively 	<ul style="list-style-type: none"> • Understanding of Planned Preventative Maintenance (PPM) systems and statutory compliance maintenance requirements
Personal Qualities & Values	<ul style="list-style-type: none"> • Commitment to the Trust's values and behaviours for staff • Professional, reliable and trustworthy approach • Commitment to maintaining high standards across the school environment 	



How To Apply

Submit your application via [Our Website](#)

For an informal conversation about the role or to arrange a tour of our academy, please contact our Office Manager, Carol Oliver at info@kingslanderprimary.com or contact 0151 922 5760.

Appointment, Compliance & Safeguarding

Appointment, Terms & Compliance

This appointment is made by the Local Academy Council on behalf of the Great Schools Trust. The Job Description forms part of the contract of employment and may be reviewed as the role or organisational needs change, following consultation. The Trust will make reasonable adjustments to support applicants and employees with disabilities.

The Trust is a licensed Skilled Worker Visa sponsor and may offer sponsorship subject to eligibility and the requirements of the role.

Safeguarding & Pre-employment Checks

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people. All staff must share this commitment. As part of safer recruitment, interviews will explore motivation to work with children, ability to maintain professional boundaries, emotional resilience and attitudes to authority and behaviour management.

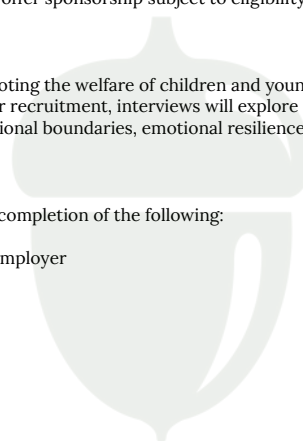
Pre-Employment Checks

Any offer of employment is conditional upon the successful completion of the following:

- Proof of identity, address and right to work in the UK
- Two satisfactory references, including the most recent employer
- Verification of relevant qualifications
- Enhanced DBS check with barred list check
- Prohibition from teaching check
- Section 128 check (for management roles)
- Overseas police checks (where applicable)
- Occupational health clearance
- Satisfactory completion of the probationary period

Ongoing Compliance

The postholder must comply with Trust policies, including the Staff Code of Conduct, Safeguarding and Child Protection Policy, and Staff Communication and Social Media Policy. Responsibilities may be reviewed periodically in line with Trust and academy priorities.





KING'S LANDER PRIMARY ACADEMY

