



Astrea Academy Trust

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Role Profile

Senior Site Manager

Longsands and Ernulf
Academies

ROLE SPECIFICATION

Academy	Longsands and Ernulf Academies / Estates
Post title	Senior Site Manager
Responsible to	Estates Repairs & Maintenance Manager
Full time Salary	£38,739 (SCP26) to £42,586 (SCP30) FTE
Working Pattern	Full time, permanent, 52 weeks per year.
Working Hours	37 hours per week. Flexibility is required across both academies and their operating hours.
Pension	Local Government Pension Scheme
Annual Leave	24 days increasing to 29 days after 5 years, 30 days after 10 years and 31 days after 15 years, plus bank holidays.
Line Management Responsibility	Yes

Role Summary

The Senior Site Manager provides practical site leadership across Longsands and Ernulf Academies, ensuring both sites are safe, secure, compliant, well maintained and operationally resilient.

Line managed by the Estates Repairs & Maintenance Manager, the postholder leads the academy Site Teams and works closely with Principals, Operations Managers and central Estates and Health and Safety colleagues to manage priorities, risks and Trust-wide standards.

The role includes hands-on fault-finding, repairs and minor works within competence, with flexibility to support emergencies, absence and business continuity.

Service Occupancy Accommodation

Service occupancy accommodation at Ernulf may be available under a separate agreement. The accommodation is partly furnished, with white goods only. A salary deduction of £337.63 per calendar month applies, reviewed annually in April and subject to CPI-linked increases. The occupant is responsible for all associated costs, including insurance, utilities, council tax and broadband.

The employee must notify the Trust of any other lawful occupants. DBS checks will not normally be required where the accommodation is separate from the school site and does not provide access to pupils.

KEY WORKING RELATIONSHIPS

- ★ Site Officers, cleaning teams and other academy-based support staff.
- ★ Estates Repairs & Maintenance Manager and wider Estates and Health and Safety teams.
- ★ Principals, Operations Managers and senior leaders at Longsands and Ernulf.
- ★ Approved contractors, consultants, statutory services, utility providers and other external partners.

KEY AREAS OF RESPONSIBILITY

1. Leadership and team management

- ★ Lead, support and develop the Site Teams, coordinating workloads, setting clear standards and promoting a responsive, service-focused culture.
- ★ Undertake regular one-to-one meetings, performance reviews, attendance management and development planning in accordance with Trust procedures.
- ★ Identify skills gaps and support appropriate training, coaching and succession planning within the site teams.

2. Premises, maintenance and technical delivery

- ★ Maintain oversight of buildings, grounds, plant and equipment across both academies.
- ★ Carry out inspections, record and prioritise defects, and ensure timely resolution.
- ★ Undertake maintenance, repairs, fault-finding and minor works within competence.
- ★ Coordinate planned maintenance, holiday work, room moves, events, examinations and lettings.
- ★ Control tools, equipment, materials, stores and workshop areas.

3. Health, safety and statutory compliance

- ★ Implement Trust health and safety, safeguarding and estates compliance requirements, including premises checks, inspections, records and statutory routines.
- ★ Monitor key compliance areas, including fire safety, water hygiene, asbestos, COSHH, site security and external areas.
- ★ Maintain premises risk assessments, safe systems of work and emergency arrangements with relevant colleagues.
- ★ Escalate defects, missed checks, incidents and compliance concerns promptly, and support audits, reviews and tracking.
- ★ Ensure Site Teams understand and carry out their compliance responsibilities consistently.

4. Contractor and project management

- ★ Coordinate contractor access, safeguarding, inductions, permits, site controls and RAMS review, escalating higher risk matters as needed.
- ★ Monitor contractor quality, progress and completion, ensuring records, certificates, warranties and manuals are retained.
- ★ Support the preparation of clear scopes of work, specifications, quotations and minor project programmes.
- ★ Liaise with the Central Estates team, consultants and academy leaders to support the effective delivery of planned works and capital projects.

- ★ Challenge unnecessary contractor use where work can safely and competently be completed in-house, while recognising when specialist services are required.

5. Security, emergency response and business continuity

- ★ Maintain effective oversight of site security arrangements, including access control, keys, alarms, boundaries and security defects.
- ★ Ensure that opening and closing arrangements are clearly allocated to Site Teams and remain reliable and resilient.
- ★ Support emergency response arrangements, including fire, lockdown, severe weather, utility failures and other premises incidents.
- ★ Participate in agreed keyholder, alarm response and emergency support arrangements where reasonably required.
- ★ Ensure that critical site information, isolation points, emergency contacts and essential premises procedures are documented and accessible.
- ★ Support business continuity planning and seasonal readiness, including winter planning and school holiday shutdown arrangements.

6. Planning, budgets, records and reporting

- ★ Maintain accurate inspection, maintenance, compliance, contractor, defect, action and expenditure records using Trust systems.
- ★ Provide regular updates to the Estates Repairs & Maintenance Manager and relevant academy leaders on priorities, risks, performance and outstanding actions.
- ★ Support the preparation and monitoring of site maintenance budgets and contribute to medium-term maintenance and asset management planning.
- ★ Obtain and evaluate quotations in accordance with Trust procurement and financial procedures.
- ★ Monitor contracts and service performance, supporting value for money and providing evidence-based feedback to the Estates function and academy leaders.
- ★ Use maintenance and compliance information to identify recurring issues, improve planning and reduce avoidable reactive expenditure.

7. Multi-site service delivery

- ★ Work flexibly across Longsands and Ernulf, allocating time according to risk, operational demand and agreed priorities.
- ★ Maintain a planned, visible presence across both academies and coordinate mutual support during absence, emergencies and peak demand.
- ★ Ensure that the Senior Site Manager role is not routinely absorbed as general caretaker cover at one academy to the detriment of leadership and oversight across both sites.
- ★ Develop consistent processes, standards and documentation across both academies while recognising legitimate local differences.

PERSON SPECIFICATION

	Essential	Desirable
Education and training		
Grade C/4 or above in English and mathematics, or equivalent.	•	
Relevant trade, building maintenance, engineering, facilities management or estates qualification, or demonstrable equivalent experience.	•	
Level 4 Facilities Management qualification or apprenticeship.		•
IOSH Managing Safely, NEBOSH qualification or equivalent health and safety training.		•
Relevant training in fire safety, asbestos awareness, water hygiene, working at height or contractor management.		•
Knowledge		
Good practical knowledge of building maintenance, planned maintenance and fault diagnosis.	•	
Good understanding of health and safety requirements within an occupied workplace.	•	
Understanding of safeguarding expectations when managing premises, contractors and visitors in schools.	•	
Knowledge of statutory premises compliance in an education environment.		•
Understanding of procurement, budget control and value-for-money principles.		•
Experience		
Substantial experience in site, facilities, estates or building maintenance	•	
Experience of leading, supervising and developing a team.	•	

Experience of managing buildings, grounds, plant and related facilities.	•	
Experience of managing contractors, reviewing work arrangements and monitoring quality.	•	
Experience of prioritising competing demands across a large or complex site, or across multiple sites.	•	
Experience of maintaining compliance, inspection and maintenance records through digital systems.	•	
Experience of obtaining quotations and supporting budget management.	•	
Experience of working in a school, academy or similarly sensitive occupied environment.		•
Experience of supporting minor projects or capital works.		•
Professional skills		
Strong practical maintenance, fault-finding and problem-solving capability.	•	
Ability to plan, prioritise, delegate, monitor and quality assure work across two academies.	•	
Excellent communication skills, including with senior leaders, staff, contractors and external partners	•	
Sound judgement, including the ability to recognise personal competence limits and escalate specialist work.	•	
Strong organisational and administrative skills with accurate record keeping.	•	
Competence using Microsoft 365 and digital maintenance or compliance systems.	•	
Full driving licence and access to suitable transport for regular travel between academies, with appropriate business-use insurance in place.	•	
Personal qualities		
Visible, credible and practical leadership style.	•	

Service-focused, calm and solution-oriented approach.	•	
Able to challenge constructively, manage expectations and hold others to agreed standards.	•	
Flexible and willing to respond to emergencies or operational pressures where reasonably required.	•	
Commitment to professional development and continuous improvement.	•	
Commitment to diversity, equity, inclusion and the Trust's values.	•	
High standards of integrity, reliability, attendance and punctuality.	•	
Line management		
Demonstrable ability to line manage staff, address performance concerns and develop team capability.	•	

GENERAL RESPONSIBILITIES

- Contribute to the overall aims of the Trust and the improvement priorities of Longsands and Ernulf.
- Maintain a commitment to continual learning and the development of professional and technical skills.
- Behave in a professional, friendly and fair manner, role modelling politeness, respect and integrity.
- Demonstrate high standards of attendance, punctuality, confidentiality and professional conduct.
- Comply with Trust policies and procedures, including the Code of Conduct, safeguarding and child protection requirements, acceptable use of IT and the current version of Keeping Children Safe in Education.
- Work cooperatively as part of the academy and Trust-wide staff teams.
- Promote and safeguard the welfare of children and young people and report concerns immediately through the appropriate academy procedures.
- Undertake other duties reasonably commensurate with the level and nature of the role. This role profile is not exhaustive and may be reviewed in response to organisational or operational needs.

THIRD PARTY CHECKS

Is this role subject to the following checks?

Disclosure and Barring Service Enhanced Check (DBS)	Yes
Section 128 check	Yes

APPLICATION PROCESS

Due to education sector requirements and the Trust's obligation to comply with the current version of Keeping Children Safe in Education, a completed application form is required. We are unable to accept a CV as the sole form of application. We recognise that our application forms are comprehensive. If you have any difficulty completing the form, please contact recruitment@astreaacademytrust.org.