



Severn Bridges
Multi-Academy Trust

Greenfields Primary School

**Site Manager
Recruitment Pack**



Severn Bridges Multi-Academy Trust Greenfields Primary School Site Manager Recruitment Pack



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Greenfields Primary School

Site Manager



About our School

Greenfields is a genuinely special place to learn and work. When you walk through our doors, you feel the warmth, the calm and the sense of purpose that comes from a community that knows its children well and wants the very best for them.

As Headteacher, I'm incredibly proud of the way our children approach school life: they are kind, inquisitive, hardworking and confident to have a go. They benefit from skilled, caring staff who create classrooms where every child feels safe, included and able to succeed. We keep things clear and consistent so children can focus on what matters most—learning well and enjoying school.

Our curriculum is ambitious and carefully designed for our children here in Shrewsbury. We want them to leave Greenfields with strong foundations in reading, writing and maths, but also with a love of learning, a sense of belonging and the confidence to take on new challenges. Alongside this, we offer a rich range of trips, clubs and experiences that help children grow in character and broaden their horizons.

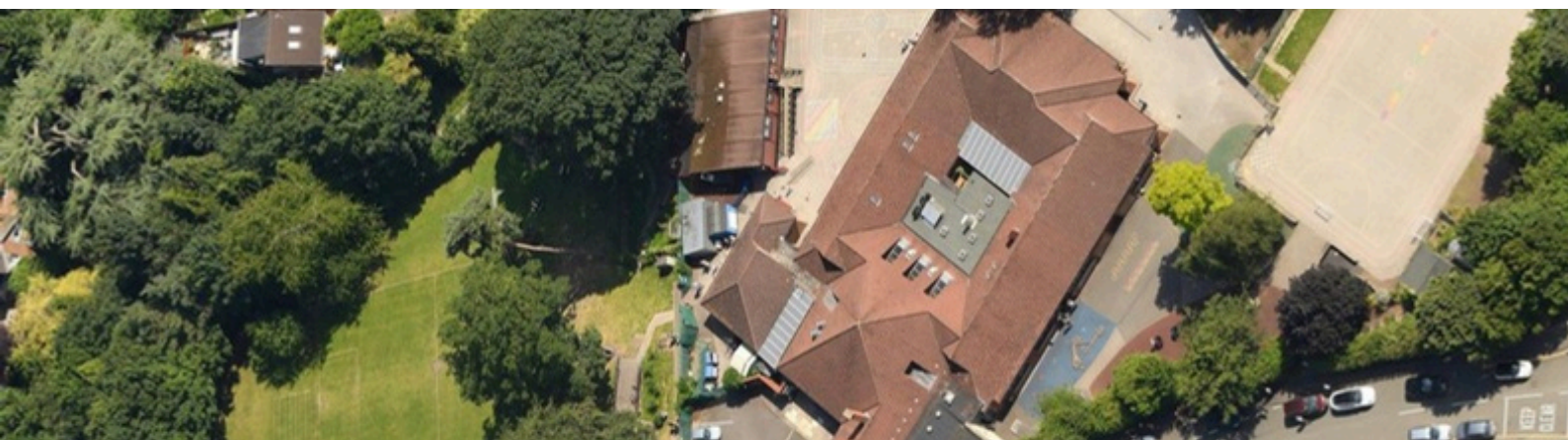
Families often tell us they value the strong relationships we build, the open communication and the way we work together to support each child. Safeguarding, inclusion and wellbeing sit at the heart of everything we do, and we are proud of the trust our families place in us.

We are also part of a wider trust community- Severn Bridges Multi Academy Trust that helps us keep improving. Through shared training, collaboration and thoughtful innovation, we make sure our teaching, curriculum and systems stay strong, consistent and responsive to children's needs.

Whether you are a prospective parent, a member of our community or just exploring our school, I hope this website gives you a feel for who we are: a warm, ambitious and inclusive school where children thrive.

You are always welcome to visit and see Greenfields in action.

**Lisa Prior
Headteacher**



Greenfields Primary School

Site Manager



Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our Darwin Growth Curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.

Andrew Morris CEO



Severn Bridges
Multi-Academy Trust



Greenfields
Primary School



Mount Pleasant
Primary School & Nursery



Radbrook
Primary School



Sundorne
Infant School & Nursery



Harlescott
Junior School

About the Role

Are you looking for a rewarding and essential role in a supportive school environment? We are seeking a dedicated and reliable Site Manager to help us maintain a safe, and welcoming space for our students, staff, and visitors.

As Site Manager, you will support the day-to-day operation, maintenance and security of our school site, ensuring our facilities are safe, well maintained and fully operational throughout the year.

You will undertake a variety of practical duties including site security, maintenance, health and safety checks, portering, grounds upkeep and supporting contractors working on site.

No two days are the same, making this an ideal opportunity for someone who enjoys hands-on work, problem solving and taking pride in maintaining high standards.

Key Responsibilities

- Support the maintenance and upkeep of school buildings and grounds.
- Carry out routine inspections, health and safety checks and record keeping.
- Undertake first-line repairs and maintenance tasks.
- Secure the school site, acting as a keyholder and responding to emergencies when required.
- Support fire safety procedures and compliance requirements.
- Monitor plant, equipment and site services, and organising contractors to repair issues as appropriate.
- Assist with portering, furniture moves and room set-ups.
- Maintain the cleanliness, safety and appearance of the site and grounds.
- Support contractor management and minor works projects.
- Respond to adverse weather conditions, including snow, ice and flooding.
- Promote a safe environment for students, staff and visitors at all times.
- Direct / supervise cleaning staff.

About You

We are looking for someone who:

- Has experience working in a caretaking, facilities, maintenance or premises role.
- Has practical skills and experience carrying out basic repairs and maintenance tasks.
- Understands health and safety requirements within a working environment.
- Can work independently and manage competing priorities effectively.
- Is proactive, reliable and takes pride in maintaining high standards.
- Has good communication and organisational skills.
- Is confident using basic ICT systems and online platforms.
- Can work flexibly

Greenfields Primary School

Site Manager

The Post: Site Manager

Contract Type: Permanent

Hours : 30 hours a week, Monday–Friday, 12pm–18:15pm

Work Base: Greenfields Primary School

Required : ASAP

Closing Date: Thursday 30th July – 9.00am

Interviews: Thursday 3rd September



Salary : £21,408 – £22,818 actual pa

Grade: Grade 6 SCP 7–11

Hours : 30 hours per week Monday – Friday
(Hours of Work 12pm – 18:15pm, inc.15mins unpaid break)

Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Safeguarding

The Severn Bridges Multi-Academy Trust is committed to safeguarding and promoting the welfare of children, and expect all staff and volunteers to share the same commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies. Should you be shortlisted, further information relating to criminal records, sanctions and disqualifications will be requested and discussed at interview.

How to apply

All applications should be made online through MYNEWTERM. Please refer to the vacancy page on the school website www.greenfields.shropshire.sch.uk and click onto the vacancy where you will be able to apply directly. CVs will not be accepted.

Visits

Applicants are welcome to come and visit the school. Please telephone or email the school to book your visit. The phone number is 01743 236397 and email address is rsmith@greenfieldssbmat.com

Greenfields Primary School

Site Manager

Job Description

Post title: Site Manager

Salary: £21,408 - £22,818 actual pa

Hours: 30 hours per week, Monday-Friday, Hours 12pm - 18:15pm (inc. 15mins unpaid break)

Location: Greenfields Primary School

Severn Bridges Trust is committed to creating a diverse workforce. We will consider applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All posts are subject to the Asylum and Immigration requirements.

Purpose of Post

Under the guidance of appropriate senior staff: be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area. Be responsible for the maintenance of a clean and hygienic school interior.

Principal Duties and Responsibilities

Main Responsibilities

1. Security

- Lock / unlock school buildings and areas.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills.
- Operate and respond to alarm systems where appropriate.
- Monitor CCTV or surveillance equipment where appropriate.
- Liaise with police, security and surveillance contractors.
- Provide emergency access to the school site.

Greenfields Primary School

Site Manager Job Description

2. Maintenance and Cleaning

- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises and grounds is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the Headteacher.
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Headteacher.
- Operation and maintenance of heating plant and lighting systems.
- To oversee and monitor the electrical testing appliances and to maintain the appropriate records.
- Undertake regular site and grounds inspections including the playground equipment and school field.
- Identify defects and record repair and maintenance requirements.
- Collect and assemble waste for collection.
- Undertake cleaning duties such as graffiti removal, litter – picking, leaf collection, clearing paths during snow and ice.
- Undertake specialist cleaning tasks where necessary
- Organise and participate in the organisation and movement of furniture within the building.
- Provide emergency access to the school site.
- Coordinate deliveries to the school site.
- Monitor performance of contracts and record performance against specified standards.
- When contractors are needed to complete work on the site – liaise with the Facilities and Compliance Officer to identify appropriate compliant contractors, contact them, obtain quotes and following agreement from the Head assign contract.
- Record all internal and external maintenance work on IAMCOMPLIANT to ensure the school is meeting all compliance legislation.
- Liaise with contractors.
- Be responsible for ensuring that the school site complies with all relevant Health & Safety legislation, regulations, policies and procedures, and take reasonable care for their own health and safety and that of pupils, staff, visitors, contractors and others who may be affected by their work activities.

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Site Manager

Job Description

Other Responsibilities

- Be aware of and comply with all school policies and procedures
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.
- On the occasion of absence of site staff in another local school in the MAT provide short term cover as agreed between Headteachers of the school involved and the Facilities and Compliance Officer.

Safeguarding

- Be aware of and comply with data protection and safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Organisation & Supervisory/Managerial Tasks

- Demonstrate and assist in the safe and effective use of specialist equipment / materials.
- Provide specialist advice and guidance as required.
- Direct / supervise cleaning staff and ensure cleaning is in accordance with specification
- Where appropriate to organise and administer the use and maintenance of all school vehicles.
- On the occasion of absence of site staff in another local school in the MAT provide short term cover as agreed between Head teachers of the school involved and the Facilities and Compliance Officer
- Report Administrative Tasks to School Office Manager and Operational Tasks to the Headteacher.



Other Duties

Any other duties that the Headteacher, CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Greenfields Primary School

Site Manager

Person Specification

 Severn Bridges MAT 		
Person Specification – Site Manager Grade 6		
Criteria	Essential	Desirable
Qualifications	Good numeracy/literacy skills/GCSE Maths and English.	Specific training/qualification in a trade <u>eg.</u> Plumbing, electrician, building <u>etc</u>
Work or relevant experience	Caretaking/cleaning/site-keeping experience in a school or similar environment.	
Knowledge and understanding	Knowledge of Health & Safety procedures and precautions. Knowledge of COSHH regulations. Awareness of health & hygiene procedures. Knowledge of moving and handling procedures. Working knowledge of relevant policies / codes of practice / legislation. Ability to self-evaluate learning needs and actively seek learning opportunities.	
Skills and Abilities (relevant to post)	Ability to use ICT and willingness to be trained on us of specific compliance ICT systems <u>eg.</u> IAMCOMPLIANT. Ability to use or willingness to learn to use specialist equipment / resources. Ability to relate well to children and adults. Sufficiently fluent in spoken English to ensure effective performance in the role.	
Personal Qualities	Ability to bring to the role, initiative, enthusiasm and commitment Flexibility and reliability	

Greenfields Primary School

Site Manager

Person Specification

	<p>Willingness to develop skills with further training</p> <p>Reliable and Punctual, a strong work ethic is essential.</p> <p>Attention to Detail, the ability to manage the site and grounds efficiently and ensure it is maintained to a high standard.</p> <p>Proactive Attitude, taking initiative to ensure the site and grounds are tidy and maintained to a high level.</p> <p>Ability to work independently and as part of a team.</p> <p>A commitment to safeguarding and working within a school setting.</p>	
Special Conditions	<p>Undertake and receive a satisfactory enhanced Disclosure and Barring Service (DBS) check.</p> <p>Have the right to work in the UK.</p>	