



Candidate Briefing Pack

Site Manager



Our offer:

- You will be working within an experienced, ambitious, forward thinking and highly effective team
- You will have the opportunity to work collaboratively with other United Learning schools
- We will support your ongoing continuing professional development
- You will be fully supported by your colleagues within the school to ensure you have the tools to deliver success and reduce your workload

Benefits of working for United Learning:

- Access to a 24/7 confidential employee counselling and advice line
- Access to the Wisdom wellbeing app which can help you track your wellness, improve your mental health and includes workouts, podcasts and recipes
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments, optical services and consultants (eligible after 6 months' service)
- Westfield Rewards is a discounted shopping platform which offers access to an extensive range



of discounts and cashback opportunities across a wide variety of well-known retailers and service providers (eligible after 6 months' service)

- 1 day's paid personal day in each academic year (available to both teaching and support staff)
- Cycle to work scheme
- Car lease scheme
- Free will writing service
- Teacher Pension Scheme / LGPS (approx. pension 23% contribution)

We thank you for your interest in this role. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being, we encourage you to apply.

Montsaye Academy is a part of United Learning, one of the country's leading multi-academy trusts. We serve more than 64,000 pupils and support around 10,000 staff in our schools, and we offer a growing range of additional services, including teacher training, professional development programmes, and a full curriculum package for schools. Everything that we do is geared towards improving life outcomes for young people. We also believe in offering our staff 'more pay, more time and more support'.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions ahead of submitting your application.

We very much look forward to hearing from you.

About United Learning

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence



and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as 'the best in everyone' underpinned by our core values:

AMBITION – to achieve the best for ourselves and others.

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause.

CREATIVITY – to imagine possibilities and make them real.

RESPECT – for ourselves and others in all that we do.

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests.

DETERMINATION – to overcome obstacles and achieve success.

Our Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

'THE BEST FROM EVERYONE'

We expect the best from everyone, all the time, we are all capable of extraordinary things. So, we expect unreasonably – we constantly challenge children to do what they think they can't, to persist, to work hard and to be at their best. We also expect this from our staff; they must be determined and resilient, they must pass those expectations on to the children in all they do. We act with the utmost love, care, and good faith – the highest standards come with the greatest attention to the wellbeing of all.

'POWERFUL KNOWLEDGE'

Our most important purpose is to teach young people things they would not learn outside school, which frees them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think, and learn.

'EDUCATION WITH CHARACTER'

Academic success is very important; Exam passes are an important aspect of that. But we believe there is more to a good education; we aim to develop character, compassion, and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

'LEADERSHIP IN EVERY ROLE'

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone, and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children. All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a



performance culture, develop their teams, and create the space for others to lead. All leaders listen, develop relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

‘CONTINUOUS IMPROVEMENT’

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren't working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.

Continuing Professional Development

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out 'the best from everyone'. We work on the basis that each of us, however effective, can always learn and develop. This role is given a particular priority, given the wide-reaching impact that leaders have on the life of staff and students alike.

Job Description – Site Manager

Salary: £39,000-£42,000

Directly reporting to: Cluster Estates Manager

Location: Montsaye Academy, NN14 6BB

Job Purpose

- Directly responsible and accountable for Facilities Management at Montsaye Academy.
- To manage the Site Team & facilities function.
- To deputise for the Cluster Estates Manager in his/her absence at Montsaye Academy.
- To manage the main aims of the school can be achieved by providing a service that ensures teaching areas are adequately lit, heated, ventilated, furnished and free of any hazards.
- Day to day supervision and motivation of the Facilities Assistants to provide the highest level of service to staff and students.
- The management of the school buildings, grounds, health & safety and security.
- To provide an efficient, organised, clean and safe environment for staff, students and visitors to the school.
- To support Cluster Estates Manager with strategic leadership and demonstrate responsibility by ensuring a comprehensive facilities management service.

Safeguarding

- To uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.



General Duties & Responsibilities

1. Strategic

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

- Being fire safety trained in all relevant areas to facilitate awareness, understanding good practice throughout the academy.
- To support improvements to energy consumption and efficiency, researching alternative, competitive sources of energy and consumables, ensuring that solutions are in line with the aims of the United Learning Group and the academy's carbon footprint strategies.
- Planning and proactive approach to the maintenance of school premises, security and maintenance.
- Be familiar with United Learning Policy.
- Manage a small team of staff ensuring service delivery to internal stakeholders and completion of scheduled tasks throughout the year.
- Preparation of regular shift and emergency call out rotas for the team in addition to provision.
- Schedule in mandatory regular maintenance tasks designed to keep school premises and grounds in order.
- Ensure a proactive approach to matters as they arise, rescheduling planned activities as necessary
- Obtain quotes from external suppliers for specialist tasks, adhering to best value guidelines and procurement thresholds.
- Manage external suppliers undertaking work on the school site ensuring good oversight and sign-off of completed work.
- Always ensure due security of the premises and the contents, ensuring the school unlock and lock times are adhered to.
- Liaise with the Cluster Estates Manager, arranging repairs in line requirements.
- Undertake mandatory training courses relevant to premises duties, such as working at height, health and safety, manual handling etc.

2. Team Leadership

- To promote the positive ethos of the academy so that all team members take pride in their work and aspire to the exemplary standards shown by the post holder.
- To support a programme of Continuous Professional Development for all team members, utilising and extending their existing trade skills and always ensuring their professional conduct.
- To support recruitment, retention and succession planning and an approach that will provide stability and continuity for the academy.
- To take a hands-on approach to support the Site Team. Setting standards by demonstrating how skills and workload can deliver.



3. Key Accountabilities

- To act as a designated key holder and academy contact for police, emergency services and out-of-hour security service.
- To provide information, advice and guidance to the facilities team and all external agencies working on the site.
- To introduce clear accountability streams and ensure that all team members are held to account for the quantity and quality of work completed.
- To provide clear direction to the facilities team with written instructions and expectations to which team members can refer.
- To keep abreast and ensure compliance with all legal requirements regarding all aspects of health and safety and fire officer duties.
- To complete records of work undertaken, standards achieved and monitoring schedules

4. Communication

- To produce reports for a range of audiences and complete all related documents to timescale.
- To attend relevant meetings
- To secure effective teamwork through excellent communication
- To integrate the work of the facilities team with whole academy
- To liaise with Cluster Estates Manager through positive communication working in partnership

5. Health & Safety

- To be fully up to date and compliant in all aspects of Health & Safety.
- To take responsibility for own and the facilities team risk assessments.
- To ensure that the facilities team operate in a safe manner in all their daily work, ensuring that personal protective equipment is available and appropriately used.
- To ensure that a register for all hazardous chemicals and waste on site is available whenever required and ensure that all staff (teaching and non-teaching) who use the chemicals are aware of how they should be used and ensure that detailed records are kept and be responsible for the safe disposal of hazardous chemicals and waste as appropriate.
- To ensure that contractors and hired staff are made aware of safety procedures, fire evacuation and health and safety requirements e.g. hot work etc.
- To secure up to date training as the deputy fire officer to maintain effective procedures for building evacuation, fire alarm and equipment maintenance, emergency procedures and accurate record keeping in line with current legislation.



6. Academy Maintenance

- Distribution of deliveries to subject areas.
- Store and set out furniture and equipment in accordance with the pattern of activities in the academy or groups using the premises outside school hours.
- Perform maintenance and repairs to plant, equipment, furniture and the fabric of the building including repairs of any abuse of the premises.
- Clean up after minor repairs and make good following minor emergency ad hoc cleaning in response to bad weather.
- Maintain floor surfaces across the school, i.e. stripping and re-polishing.
- Ensure that all emergency exits are in good working order and free from obstruction.
- Investigate issues that arise and schedule repairs in a timely fashion ensuring availability of the area for use after making safe or good whilst full repairs are awaited.
- Undertake scheduled large maintenance and repair tasks in line with the school rolling maintenance programme, designed to ensure a good standard of decoration and repair is maintained throughout the school estate.

7. Grounds Maintenance

- Be responsible for the maintenance of school fields, grounds and perimeter fencing.

8. Cleaning Responsibilities

- Oversee cleaning contract on a day-to-day basis on behalf of the Cluster Estates Manager.
- Clean boiler houses and storerooms.
- Ensure site is kept litter free including fields, in front of academy and some residential areas.
- Ensure the regular and effective cleaning of designated areas not undertaken by the school cleaning team and support the team when requested by line manager.
- Be available on a rota basis for lettings/late shift as required
- Ensure that all facilities are in a clean and acceptable state prior to the letting and that they are returned to the academy in an acceptable state following outside use.

9. Other

- Maintain a good relationship with students, staff, contractors, visitors and users of the school facilities.
- Visitor control when Main Reception isn't staffed.
- Management of external suppliers.
- IT literate with the ability to use Microsoft Packages (including Excel) and be able to send and receive emails.
- Have adequate IT abilities to operate the computerised boiler plant management system (BMS).



- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To comply with the School’s Child Protection and Health and Safety policies and undertake risk assessments as appropriate.
- To continue professional development as agreed.
- To undertake any other duties as may be reasonably requested by Line Manager and Senior Leadership Team of the School.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major task may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good overall level of educational achievement • IT literate and able to use Microsoft Packages including Word and Excel 	<ul style="list-style-type: none"> • IOSH/NEBOSH Qualification
Experience	<ul style="list-style-type: none"> • Line management experience • Experience of contractor management and liaison • Work experience in busy manual handling environment • Evidence of undertaking practical general maintenance • Work independently as well as part of a team 	<ul style="list-style-type: none"> • Familiar with working in environments that support young people • Awareness of secondary processes • Previous experience in education
Professional Development	<ul style="list-style-type: none"> • Evidence of commitment to own professional development (CPD) 	



<p>Practical and Team Building Skills</p>	<ul style="list-style-type: none"> • Ability to set and maintain high standards • Ability to work collaboratively within the Premises Team and other teams across the academy 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Committed and enthusiastic • Enjoy working within a team • Shows initiative • Co-operative and flexible • Empathy with students of all abilities and dispositions • Suitability to work in an environment with children 	<ul style="list-style-type: none"> • Sense of humour

Every member of staff at Montsaye Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS check will be required for successful applicants.

How to Apply

Please complete an online application form explaining the motivation for your application for this specific role and why you would be a good match for the role and stakeholders. This supporting statement should be no longer than 8,000 characters. In line with our compliance with safer recruitment, we will take references for all those candidates who proceed to interview, as well as asking candidates to complete a standard application form. Please provide us with 2 referees when prompted to do so.

Please submit your application by the advert closing date, 15th April 2026. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post.

To join our dedicated and talented team click apply or visit our careers page at <https://unitedlearning.org.uk/careers>

Further information

To arrange an informal discussion regarding the role please email our Business Manager, Wayne Eldridge on weldridge@montsaye.org or the Cluster Estates Manager, Tim Ball on TimBall@kba.uk



Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

- **Location:** Montsaye Academy
- **Start date:** ASAP
- **Starting salary:** £39,000

Benefits of working for United Learning:

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support.**

More pay...	more time...	and more support
<ul style="list-style-type: none"> • We pay an average of 5% above national scales – the best rates of pay in the sector • Cash towards medical treatment • Generous staff discount scheme 	<ul style="list-style-type: none"> • Three extra INSET days for planning • At least one personal day a year 	<ul style="list-style-type: none"> • Great training for your career • Exceptional curriculum resources • Expert subject advice • Support for your wellbeing