

# YOUR JOURNEY STARTS HERE

Realising ambition for every pupil - and every career.



## Site Manager Application Pack



## Royal Rise Primary School



## About us

At Cygnus Academies Trust, we are proud to be a growing network of eight primary schools across South East London, Dartford and Tonbridge. Our mission is simple yet powerful: to realise ambition for pupils and staff alike, by delivering the very best education and creating opportunities for all.

Founded in 2016, we have built a collaborative network of schools that nurtures, challenges and supports every member of our community. Each school retains its individuality while benefiting from shared expertise and trust-wide support. As a Trust community, we believe in:

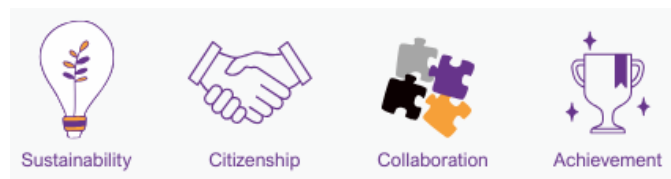
- Celebrating uniqueness – Each school retains its individuality while benefiting from shared expertise.
- Collaboration at every level – From leadership to classroom practice, we work together to achieve excellence.
- Investing in people – Staff development and career progression are at the heart of what we do.

Our schools are vibrant, welcoming places where you can grow, develop, and make a real difference.

## Our Vision

Our core purpose is to ensure every person, adult or child, we work with realises their ambition. Through our network of sustainable schools, we aim to:

- Give every pupil access to exceptional education and opportunities that empower them to thrive.
- Work collaboratively with high expectations to embed strong practice and achieve success across all schools.
- Equip pupils with the skills, knowledge, and understanding to thrive as local, national, and global citizens.







## About our school

Royal Rise is an inclusive one form entry primary school in Tonbridge. Royal Rise is a place where children are taught how to learn and engage in an inclusive, broad and balanced creative curriculum and a school where they are respected and valued as individuals and can expect to achieve an extremely high standard of education.

We are a happy school where the success of every child matters. We have dedicated, caring and enthusiastic staff who are committed to developing the knowledge, skills and understanding which enable all children enjoy learning.

**Being the best that we can be**, is our school vision and we aim for this in everything we do.

Our staff are passionate professionals who work collaboratively, support one another, and continually strive to provide the very best for every child. They model our school values, foster a nurturing environment, and are committed to their own professional development to ensure the highest standards of teaching and care.



# About the role

<b>Position:</b>	Site Manager
<b>Contract:</b>	Permanent
<b>Hours/Weeks:</b>	37 hours/52 weeks
<b>Grade:</b>	Kent Scheme D
<b>Salary:</b>	£26,393 - £27,713
<b>Start date:</b>	February 2026
<b>Closing date:</b>	8 <sup>th</sup> February 2026

Are you ready to make a real impact in education and facilities management? We're looking for a dynamic, proactive Site Manager to join our thriving school community. This is your chance to play a pivotal role in shaping a safe, inspiring environment for staff and pupils — while leading the way in compliance, innovation, and best practice.

The Site Manager will work on a split shift, to support with the locking and unlocking of the school site, the hours of work will be:

Monday – Thursday, 7.00am – 3.30pm (1 hour lunch break)

Friday, 7.00am – 3.00pm (1 hour lunch break)

## Why Join Us?

- Be at the forefront of new health & safety law and compliance
- Join a collaborative premises network across the Trust for support and best practice
- Enjoy professional development, training, and support for your career growth
- Make a difference every day in a vibrant, supportive school

## About the Role

As Site Manager, you'll:

- Oversee the security, maintenance, and statutory compliance of our school site
- Champion health, safety, and wellbeing for all staff and students
- Manage contractors, budgets, and resources with efficiency and care
- Drive record-keeping and ensure we meet the latest legal standards (including Building Safety Act, Martyn's Law, and Fire Safety Regulations)
- Lead on fire safety, risk assessments, and planned works
- Foster a culture of safety, teamwork, and continuous improvement

## What We're Looking For

- Experience in premises management, facilities, or estates (school experience a plus)
- Up-to-date knowledge of health & safety law and best practice
- A good level of IT knowledge
- Excellent communication, organisation, and energy
- Commitment to ongoing professional development (CPD)
- A positive, can-do attitude and a passion for making a difference

## Ready to Apply?

If you're excited by the opportunity to shape the future of our school and ensure a safe, welcoming environment for all, we want to hear from you! Please apply via MyNewTerm with your application form and supporting statement explaining how your skills match this role. (If you would prefer the application form in a different format, please contact us)

*Please note, we reserve the right to close this advert early, should a suitable applicant be found. Therefore, early application is encouraged.*

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Site Manager
<b>GRADE:</b>	Kent Scheme D
<b>ALL STAFF RESPONSIBILITIES:</b>	<p>To live our values of collaboration, citizenship, sustainability and achievement.</p> <ul style="list-style-type: none"><li>• To follow our schools' and Trust's policies and procedures.</li><li>• To value lifelong learning and develop skills and knowledge.</li><li>• To adhere to the highest level of safeguarding and child protection.</li></ul>
<b>MAIN PURPOSE OF THE ROLE:</b>	To be responsible for the security, maintenance, statutory compliance, and safety of the school and its community, ensuring all legal and best practice requirements are met. Line manager to other school premises staff.

## MAIN RESPONSIBILITIES

### Site security and access

- Ensure that the buildings and the site are secure, including during out of school hours and taking remedial action if required.
- Act as a designated key holder, providing out of hours and emergency access to the school site.
- Operate and regularly check security systems including CCTV and alarms.
- Respond promptly to emergency call-outs and security alerts.

### Maintenance and repairs

- Successfully manage tasks and workload using the online ticketing system and building management software.
- Procure quotes for routine and adhoc maintenance work on school premises.
- Undertake minor repairs and maintenance of the buildings and site.
- Arrange emergency repairs as required and ensure timely resolution.
- Monitor materials and stock and order supplies as needed.

### Compliance and record keeping

- Maintain digital records ('golden thread') of all statutory compliance, inspections, and safety decisions, in line with the Building Safety Act.
- Conduct and document regular risk assessments for fire, asbestos, legionella, COSHH, DSE, manual handling, and terrorism (Martyn's Law).

- Ensure compliance with Fire Safety (England) Regulations and maintain auditable records.
- Verify competence and training of all contractors and staff working on site, maintaining up-to-date records.

### **Health and safety**

- Perform duties in line with health and safety regulations and take action where hazards are identified.
- Ensure mental health and wellbeing are considered in risk assessments and that mental health first aid provision is available.
- Provide training on health and safety issues to other staff.
- Participate in ongoing CPD and ensure all training is current and relevant.

### **Fire safety**

- Lead on fire safety compliance, including routine fire door checks and fire drills.
- Ensure all staff are informed of emergency procedures and evacuation plans.
- Maintain fire safety equipment and records in line with statutory requirements.

### **Contractor and staff management**

- Oversee onsite cleaners, groundsmen and maintenance contractors; checking that work is completed to required standards and within required timescales.
- Line manage premises staff (including caretakers and cleaners).
- Ensure all contractors comply with safeguarding and health and safety requirements.

### **Communication and training**

- Communicate safety information and updates clearly to all staff, contractors, and stakeholders.
- Deliver induction and refresher training on health and safety procedures.
- Ensure staff understand emergency protocols and compliance responsibilities.

### **Finance and resource management**

- Contribute to the management of the premises budget.
- Charge card holder for the purchase of materials to carry out repairs.
- Ensure cost-effective procurement and resource allocation.

### **General duties**

- Undertake general duties, including moving furniture and equipment within the school.
- Facilitate lettings and carry out associated tasks, in line with local agreements.
- Ensure the operation and maintenance of specialised equipment following training.
- Organise the set up of the school, including portage of equipment, setting up and taking down lunch tables, moving and assembling classroom furniture.

### **Safeguarding and general conduct**

- Recognise and report any concerns about pupils' safety, wellbeing, behaviour, or development, following school safeguarding procedures.
- Maintain safe working practices, professional boundaries, and confidentiality.
- Champion equality, diversity, and inclusion in daily practice.
- Complete mandatory safeguarding and professional conduct training.

## PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Preferably Level 2/3 Diploma (or equivalent).</li> <li>• Proficient technical and practical skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional job-related training or qualifications.</li> </ul>
Experiences	<ul style="list-style-type: none"> <li>• Previous relevant experience in a similar role.</li> <li>• Supervisory experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a school or education setting.</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>• Awareness of wider working environment.</li> <li>• Use of machinery/equipment (kitchen, gardening, maintenance).</li> <li>• Ability to train, coach, or mentor others.</li> <li>• Ability to organise workload and coordinate others.</li> <li>• Ability to identify and act on changes with SLT.</li> <li>• Maintain accurate and timely records.</li> <li>• Problem-solving and escalation skills.</li> <li>• Ability to monitor activities.</li> <li>• Ability to understand information and liaise professionally.</li> <li>• Strong written, numerical, and ICT skills.</li> <li>• Ability to contribute to discussions.</li> <li>• Proficient IT skills (MS Office, job-ticketing, BMS).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience producing reports or compliance documentation.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of minor maintenance and repair.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of school-based</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of financial/ordering/monitoring procedures.</li> <li>• Understanding of how role fits into wider site/team.</li> <li>• Awareness of other job functions.</li> <li>• Health &amp; Safety knowledge: manual handling, machinery use, COSHH, First Aid &amp; hygiene, lone working.</li> <li>• Ability to recognise/respond to H&amp;S issues.</li> <li>• Commitment to ongoing training.</li> </ul>	safeguarding/compliance frameworks.
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## Why join us

Joining Cygnus Academies Trust means becoming part of a collaborative, forward-thinking community dedicated to realising ambition for every child and adult. We offer:

- **Professional Growth:** Access to high-quality CPD, coaching, and clear career progression pathways.
- **Supportive Culture:** A strong network across our schools, underpinned by our core values: Collaboration, Citizenship, Achievement, and Sustainability.
- **Wellbeing Commitment:** Initiatives to support staff mental health and work-life balance, including wellbeing programmes and flexible working options.
- **Attractive Benefits:** Competitive pay, generous pension scheme, and trust-wide perks.
- **Inclusive Environment:** A workplace that values diversity and promotes equality, ensuring everyone feels respected and empowered.
- **Impactful Work:** The chance to make a daily, visible difference in children's lives and contribute to a thriving school community.
- **Innovation and Resources:** Opportunities to engage with new ideas, digital tools, and shared resources across the trust.

## Safeguarding and Child Protection

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and uphold the highest standards of professional conduct. Recruitment procedures comply with statutory guidance, including *Keeping Children Safe in Education*, and all appointments are subject to enhanced DBS checks, online searches, and satisfactory references. We maintain a culture of vigilance, transparency, and accountability to ensure every child is safe and supported.

## Equality and Inclusion

Cygnus Academies Trust is a people-first organisation that values diversity and strives to create an inclusive environment where everyone feels welcomed, respected, and able to thrive. We provide equality of opportunity for all, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnicity, religion or belief, sex, sexual orientation, or any other protected characteristic, in line with the Equality Act 2010.

## Get in touch



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## Realising Ambition



