

Job Description

Post:	Site Lead
Pay range:	
Reporting to:	

Ivy is a charity whose purpose is to provide education for the public benefit – this vision is based on four principles:

- We are one family of schools
- A good education is a birthright;
- We want to make it easy to make a difference; and
- We believe local leaders know their schools best.

Overall purpose of the post:

De Bohun Primary School is looking for a flexible, "can-do" person who is both resilient and professional and can balance the demands of this fast-paced primary school. Working closely with the Operations Manager you will act as a key link between the school & contractors, be a first responder for internal repairs and maintain the internal compliance file ensuring that daily, weekly and monthly checks are recorded.

If you are a reliable person who enjoys variety and wants to play a vital role in a community-focused team, we would love to hear from you.

Main duties and responsibilities:

Site Management

Oversee the day-to-day maintenance and security of all school buildings and grounds.

Ensure the site is safe, clean, well-presented and operational at all times.

Carry out routine inspections and arrange repairs, maintenance and improvements as required.

Manage planned preventative maintenance schedules.

Be responsible for the "Gritting and Snow Clearance Plan," ensuring all pedestrian routes and entrances are safe and accessible during winter months.

Porterage & Logistics

Deliveries: Organise the receipt and internal distribution of all school deliveries (e.g., stationery, furniture, cleaning supplies), ensuring walkways remain clear of obstructions.

Event Support: Coordinate the layout of furniture and equipment for assemblies, exams, performances, and governing body meetings.

Health & Safety

Ensure compliance with all relevant H&S legislation and trust policies.

Maintain statutory compliance records (fire alarms, legionella, asbestos & electrical safety).

RIDDOR compliance – act as schools designated officer for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Co-ordinate and arrange annual Fire Warden training for designated staff.

Security

Be responsible for the opening & closing of the school site.

As secondary key holder, respond to any emergencies, alarms or call outs.

Contractor & Supplier Management

Contractor Supervision: Induct all external contractors on-site, ensuring they provide Risk Assessments and Method Statements (RAMS), hold valid DBS checks where required, and adhere to the school's H&S policies.

Supervise any scheduled works, ensuring they are completed safely and to specification within agreed timescales.

Procurement: Assist the Operations Manager in sourcing competitive quotes for repairs and maintenance, ensuring the school achieves value for money.

Operational Support

Provide support for school events, performances and functions.

Ensure tasks are recorded and dealt with, using appropriate school software.

Work closely with the Operations Manager to support the smooth operation of the school.

General Professional Duties

Comply with all school policies relating to Safeguarding and Child Protection, reporting any concerns immediately to the Designated Safeguarding Lead (DSL).

Maintain a professional and helpful demeanor when interacting with pupils, parents, and visitors, acting as a positive ambassador for the school.

A commitment to attend mandatory training.

All staff will:

- Promote equality of opportunity
- Follow safeguarding guidelines and child protection policy/procedures
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Be committed to achieving the Trust values
- Promote the Trust in the community
- Work in partnership with all colleagues including the Trust Board/ LGBs
- Follow the Code of Conduct for Employees at all times
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

All schools and services in the Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within the Trust are expected to share this commitment. The post holder shall ensure that the duties of the post are undertaken with due regard to the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post and is not a contract of employment, nor any part of it. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected:

- to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.
- to work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.
- to provide emergency back-up cover in the event of staff absence

Notes

This job description has been prepared only for the purpose of school organisation and may change either as a contract changes or as the organisation of Ivy is changed. The post-holder may be required to work in any of the offices/schools/ nurseries within Ivy, as directed by the CEO.

Person Specification	
Post:	
Pay range:	
Reporting to:	

Criteria	Requirements	Essential/ Desirable
Qualifications		
Knowledge and understanding	•	E/ D
Experience	•	E/ D
Behavioural competencies	•	E/ D
Skills and attributes	•	E/ D
Personal qualities	•	E/ D

Or

Essential	Desirable
Ability to communicate effectively, both verbally and in writing	
Ability to cope with and adapt to change and remain calm in stressful situations	

A commitment to promoting the ethos and values of the Trust	
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