

drb Ignite Multi Academy Trust

Paganel Primary School Site Manager Job Profile

drb Ignite Multi Academy Trust Vision

The drb Ignite Multi Academy Trust has been established through a shared belief that lives can be transformed by what goes on in schools. We believe that the process of teaching and learning shapes futures. To this end our vision is to provide every child with learning experiences that excite them and give them the power to begin to shape their own lives.

all pupils achieve the highest standard of educational outcomes regardless of circumstances or background.

This pack includes:
Job Advertisement
Job Description
Person Specification

The deadline for receipt of applications is Friday 8th May 2026 at midday.

Dear Candidate,

Thank you for your interest in the post of the Site Manager at Paganel Primary School within the drb Ignite Multi Academy Trust. The Trust was officially formed in June 2015 and currently has twelve primary schools: Jervoise, Hawbush Primary School, The Oval, Wychall Primary, Princethorpe Schools, Hob Green Primary, Audley Primary, Beechwood C of E Primary, Bromley Pensnett School, Paganel Primary School, The Oaks Primary School & Woodthorpe Primary School.

We are looking for a highly motivated, creative and innovative person to provide site management support for the school.

The drb Ignite Trust has been established through a shared belief that lives can be transformed by what goes on in schools. The vision of the Trust is to build an excellent organisation where every school is part of a strong and sustainable whole. We believe that by working as one cohesive group, every child can become a powerful learner and all staff can learn and develop together as professional leaders and educators.

To make our vision happen and to sustain effective performance across our schools we keep our strategy simple:

One Trust one organisation

The Trust and its schools see themselves as one organisation created with the sole purpose of advancing education for the benefit of pupils, families and the wider community. We recognise the power of schools working together in a single governance structure with clear accountability arrangements. We want our schools to respond to the diversity of their local context, taking decisions in accordance with the needs of the children and families they serve whilst also collaborating and sharing effectively together through a structured system. We believe this is the best way to provide effective levels of support and build resilience.

School Improvement model

The Trust's school improvement model is based on achieving consistently high-quality learning across all schools. This involves a relentless focus on front-line practice, put simply, the quality of teachers, teaching and the curriculum. We are driven by a passion about every detail of a pupil's experience. We see this as central to our social justice responsibilities to contribute to wider social good by developing schools that are able to focus on the substance of education and the diverse needs of pupils.

Cross Trust Collaboration

We believe the professional capacity and capability of our leaders, teachers and support staff is central to achieving effective teaching and learning. As one Trust, we work together to create the conditions for deep collaboration that improves the quality of education for everyone. We are committed developing improvement and intervention models that solve and overcome persistent problems, particularly for the most disadvantaged pupils.

Research and evidence informed practice

We are an outward facing Trust that actively seeks opportunities to work with other Academy Trusts and Teaching School Hubs to draw on best evidence. We are committed to system leadership that goes beyond collaboration and engages deliberate system design and system building to improve teaching and learning. We want all our schools to bring together reflection, action, theory and practice in the pursuit of improved outcomes.

Geographical focus and reach

We are constantly growing and developing as a bespoke primary school Trust across the West Midlands. Our schools are close enough to be able to share easily, travel between each other and collaborate with the minimum of logistical fuss. This is an important feature of our system design. We hope you find the information pack helpful. If you would like to know more about us before you apply, please see our website <https://drbignitemat.org>

If you would like to apply, please complete the Application Form on the <https://mynewterm.com>. The closing date for applications is midday on Friday 8th May 2026. Interviews to be held on Wednesday 20th May 2026. If you have not been contacted within seven days of the closing date your application has not been successful. In the meantime, thank you for your interest in the above post.

Job Advert

Title: Site Manager – Full Time

Salary: NJC SCP Grade 3 - £27,254.00 to £33,699.00 per annum depending on experience and qualifications.

Working Hours: 36.5 hours per week

Working day: Hours variable to meet the school's objectives (May involve a split shift format)

You will join our Estates Team based across the West Midlands and be the main point of contact the head teacher and Cleaning Staff on all Estate related matters. Working with the Central Team and reporting to the Estates Manager, you will have the ability to help drive refurbishment and capital programmes within your school environment, and will assist the Trust Estates Manager in the delivery of the Trust Estates Management Plan that incorporates the above.

Ideally you will have experience of site management in an educational and/or a multi-site environment, but more importantly you will have skill sets, health and safety knowledge and awareness, business acumen, employee management skills, flexibility and determination to make a real difference to our Trust.

Your remit will include defect rectification and playing an integral role in ensuring your school is safe and provide a learning environment conducive to learning.

As we secure the need and funding for substantial premises and building improvements, you will assist the Estates Manger to project manage this work and ensure a quality service delivery is given to all stakeholders. We need a committed team player with excellent organisational skills - with the ability to work independently, manage time effectively and prioritise workload with high levels of drive and resilience. Results focused in your approach, you will act as a change agent through your enthusiasm for continuous improvement.

In return we can offer you a competitive salary, the opportunity to join the local government pension scheme and a strong sense of shared moral purpose to make a difference to the lives of young people. If you are seeking a fresh challenge, enjoy variety in your role and are looking for an opportunity to make this role something special, we would welcome your application. Please contact our Director of Estates Geoff Bagley, for any clarifications of the Job Role via gbagley@drbignitemat.org We look forward to hearing from you. For further information about the role please see the attached Job Description and Person Specification. Closing date: midday Friday 8th May 2026 Interviews: Wednesday 20th May 2026.

drb Ignite Multi Academy Trust Job Description

Name:

Job Title: Site Manager

Grade: GR3 (Full-Time. All year round)

Start Date: Monday 29th June 2026

1.0 JOB PURPOSE

1.1 To provide operational support to the school.

2.0 PRINCIPAL DUTIES:

2.1 Be a visible and effective operative; assisting the Estates Manager and site staff as directed.

2.2 Ensure high quality of service delivery.

2.3 Effective and efficient delivery of minor projects

2.4 Ensure all aspects of Health and Safety (legislation and implementation) are reflected in the highest of standards, ensuring the school is safe and legally compliant.

2.1 To manage all site statutory compliance systems and upload all documentation to the Every Compliance System

2.2 To manage site management tasks through the Trust HALO ticketing system

3.0 PREMISES

3.1 To ensure the school buildings and premises are maintained to appropriately high standards that comply with all relevant legislation seeking advice from the Trust Central Team when required.

- 3.2** In conjunction with the Trust Central Team and Estates Manager deliver the Trust Estates Management Plan
- 3.3** To liaise with the Estates Manager to ensure that the terms and conditions of the Trust insurance policy are adhered to.
- 3.4** To have an overview of maintenance of the estate, and assets either via individual Academy contracts or by joining Trust-wide procurement tenders.
- 3.5** Support the Estates Manager in other site-based tenders/contracts as required
- 3.6** To advise the Academy Leadership teams on Health & Safety matters, seeking advice from the Central Team as appropriate.
- 3.7** To ensure full compliance with the Estates Scheme of Delegation and Statutory Policies including:
 - 1) Trust procurement policy
 - 2) Financial Procedures Manual
 - 3) Premises Management Policy

4.0

CAPITAL

- 4.1** Liaise with the Estates Manager and Director of Estates over School Condition Allocations Grant and Devolved Funding Capital works.

5.0

POLICIES AND PROCEDURES

- 5.1** Ensure full compliance with all Trust policies
- 5.2** Ensure compliance with all Health and Safety Legislation and Guidance

6.0

LINE MANAGEMENT RESPONSIBILITIES

- 6.1** When undertaking the role of stand in Site Manager, you will be responsible for the line management of the cleaning operatives on site.

7.0

OTHER DUTIES COMMENSURATE WITH THE GRADE OF THE POST

- 7.1** Supporting the Estates Manager and Director of Estates in reviewing the risk register for site/facilities risks.
- 7.2** To be available out of hours for emergency contact.
- 7.3** To adhere to the ethos of the academy trust
- 7.4** To promote the agreed vision and aims of the academy trust
- 7.5** To set an example of personal integrity and professionalism
- 7.6** Any other duties as commensurate within the grade in order to ensure the smooth running of the Trust

8.0

OBERVANCE OF THE ACADEMY'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

9.0

SUPERVISION RECEIVED

:

- 9.1** **Supervising Officer's Job Title:** Estates Manager
- 9.2** Plan own work to ensure the meeting of defined objectives

10.0 **SUPERVISION GIVEN** (excludes those who are indirectly supervised i.e. through others)

10.1 Site supervisors and cleaning operatives while undertaking site manager cover duties

11.0 **SPECIAL CONDITIONS**

11.1 To be familiar with the safeguarding policy. There is a requirement to successfully complete the Keeping Children Safe in Education training.

11.2 To be familiar with and adhere to the Academy Trust Code of Conduct Policy

11.3 Full time working pattern to be agreed with the Estates Manager and be flexible to ensure the needs of the Trust are met.

12.0 **REVIEW AND AMENDMENT**

12.1 The job description is normally subject to annual review. It maybe amended at the request of the Estates Manager or the post holder after consultation.

Signed:
Post Holder

Signed:
Estates Manager.....

Date:.....

The drb Ignite Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.

drb Ignite Multi Academy Trust

Academy Trust Site Manager – Grade 3

Person Specification

Categories	Essential/ Desirable	Application form	Interview/ Task
Qualifications			
5 GCSEs or equivalent (grade A*-C) including English & Maths	D	✓	
Building services related e.g. surveying, engineering	D	✓	
Recognised H&S qualification	D	✓	
Evidence of Continuous Professional Development	D	✓	
Experience			
Experience of working in a public sector / educational setting	E	✓	
Significant experience of estates related work including health and safety	E	✓	
Demonstrable experience in a line management role	E		✓
Demonstrable experience of successfully leading and managing projects, with a combination of direct delivery responsibility and delivering through a range of partners and budgets	E	✓	
Experience of working across multiple sites	D		✓
Abilities, skills, and knowledge			
In-depth knowledge of current estates legislation, including statutory requirements regarding building services	E	✓	✓
Possess the technical skills to meet the job requirements	E	✓	✓
Good working knowledge of procurement and contract management	E	✓	✓

Strong ICT skills	E	✓	✓
Strong interpersonal, communication skills, able to present technical data confidently to other professionals and non-professionals	E	✓	✓
Well organised - able to work to tight deadlines and manage multiple projects simultaneously	E	✓	✓
Able to influence key stakeholders and to inspire confidence with the Estates Department	E	✓	✓

Categories	Essential/Desirable	Application form	Interview/Task
Personal Qualities			
A strong commitment to personal development for all staff including oneself	E	✓	✓
Self-motivated approach to working	E	✓	✓
Flexible, creative and innovative	E	✓	✓
Positive attitude to promoting change	E	✓	✓
A commitment to do everything possible for others to be successful	E	✓	✓
High integrity and openness combined with a dedication to good governance	E	✓	✓
A strong commitment to the Trust's values	E	✓	✓
Other factors			
Commitment to Equal Opportunities	E	✓	✓
Enhanced DBS check	E	✓	✓
Full driving licence. The Trust will provide a pool vehicle for the employees sole use.	E	✓	✓
Able to travel across the Trust and beyond to carry out duties	E	✓	✓

The above skills will be assessed during the various stages of the recruitment process through the application form, interview and other processes as appropriate.

Application form

Complete the application form on line at [HTTPS://mynewterm.com](https://mynewterm.com) . You will also be asked to submit a letter of application, maximum of two sides of A4 Arial font 11, addressing the following points:

- Why you are interested in the post and your experience so far.
- What contributions you could make to development within our Trust.
- Any particular areas of strength and expertise you have to offer linked to the person specification.