



**Orion
Education**

Cluster Site Manager



**Improving
Outcomes
Transforming Lives
Enabling Social Mobility**

Welcome from the CEO

Thank you for showing an interest in our pupils, our schools, and our Trust. This is an exciting time to join Orion Education. We are a very different organisation in 2025 than we were four years ago.



Simon Garrill
Chief Executive Officer

Thank you for taking the time to look, and for showing an interest in one of the roles in our schools. In a long career in education, starting out as an English teacher, I have loved the fact that I get to work with some fantastic young people and a group of likeminded professionals who have a real passion for their work and share the same values. There aren't many professions where that is the case.

We are driven by our desire to do the best for our young people. Our reason to exist is to improve outcomes, transform lives and enable social mobility. Our values of trust kindness and endeavour underpin our work, and we succeed through ensuring a healthy culture and academic rigour. This emphasis on leadership involves nurturing a robust pipeline of leaders deeply committed to our values and mission. Collaborative partnerships are integral to our goals, as we seek to forge strong partnerships to amplify our impact.

At Orion Education, we take pride in the work that we do to develop our teachers and our leaders. Our approach to instructional coaching and leadership development has been recognised nationally. We are at the forefront of a coaching model that supports you in making the most of your career. Our expectations of ourselves and each other are high. In return we offer you unrivalled professional development, so that you can fulfil your own ambitions. Finally, I am extremely grateful for your interest in our Trust. We are moving forward at a rapid rate and it's an exciting time to join us.

Simon

Our Four Critical Questions

**Why do
we exist?**

To improve outcomes, transform lives and enable social mobility.

Trust • Kindness • Endeavour

**How do we
behave?**

**What do
we do?**

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

Through a clear backbone, strong culture, academic rigour and smart systems.

**How do we
succeed?**

Mission & Values

All schools share the trust four critical questions. We exist to improve outcomes, transform lives and enable social mobility.

Curriculum

The curriculum within our schools is designed around our principles of focused, coherent, sequenced, and inclusive. Where we can enhance collaboration and reduce workload, we standardise some elements. However, teachers do adapt the curriculum based on the needs of the students in their class.

Assessment & Feedback

Our assessment and feedback calendar captures the rhythm of our assessment and data collection. Data driven instruction and responsive teaching ensure that formative assessment is central to pedagogy.

Safeguarding & Attendance

Safeguarding is the responsibility of all. Our standardised approach to safeguarding and the support that we give our schools ensures that all children are kept safe. External reviews scrutinise the work that we do.

Quality Assurance

Our school workflow captures the rhythm of the work that we do. We undertake regular cycles of structured monitoring to ensure that our schools are accelerating the progress of the students in their care.

CPD

We allocate 7 training days to the teachers in our schools. All our teachers take part in instructional coaching. In addition, we provide enhanced levels of training for our leaders to develop their expertise in their current role and to prepare them for their next role.

Workload

Schools are expected to streamline workload as much as possible. We limit the number of assessment points within our calendar and ensure that teachers do not undertake unnecessary administrative tasks.

Teaching

Teaching is responsive to the needs of pupils. Our lesson framework based on the Rosenshine principles helps teachers to frame learning. However, we understand that each lesson will be different and will be designed to meet individual needs of pupils with adaptive teaching.

Behaviour & Routines

It is essential that we have the highest expectations of behaviour within our schools. Good discipline and order are the foundation upon which pupils learn. Our common culture rubric and our behaviour, along with a codified approach to routines ensures that our schools are great environments in which to learn and teach.

SEND

Adaptive teaching is at the core of our approach to meeting the individual needs of pupils. We share best practice and undertake annual reviews of SEND to ensure that pupils make progress. All our schools are open and welcoming places for pupils with SEND.

Performance & Appraisal

We share a common approach to performance management and appraisal by providing a highly supportive and professional environment. Our talent programme ensures that colleagues who are talented and ambitious to progress are supported to do so.

Operations

We take pride in running our schools well. Governance, IT, estates, finance, communications, and marketing are all within our Backbone.

The Orion Backbone

The Orion Backbone provides clarity on the elements of our schools that are standardised or aligned.

Our Schools

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, Southeast London. A further secondary is close to Canterbury in Kent. These schools include:

Secondary Schools



**Orion
Eden Park**

11 - 18



**Orion
Spires**

11 - 16



**Orion
Coopers**

11 - 18



The
Ravensbourne
School

11 - 18

Primary Schools



**Orion
Blenheim**

4 - 11



**Orion
Mead Road**

4 - 7



**Orion
Ravensworth**

4 - 11



**Orion
Scotts Park**

4 - 11

Candidate Charter

Orion Education wants every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

Our Commitment to You

- **Transparency** we will treat you with respect, honesty and fairness
- **Protecting your privacy**, we'll ensure your information is secure and handled sensitively
- **Understanding** you'll be given everything you need to make informed decisions
- **Showcasing** talent, we'll provide a good opportunity for you to share your skills, experience and potential
- **Feedback** we will provide constructive feedback professionally and promptly
- **Listening** we welcome feedback and we'll act on what you have to share
- **Inclusivity** our hiring decisions align with our commitment to create a high quality, diverse workforce

We Will

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it's like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

In Return We Ask that You

- Be honest and upfront about your experience, aspirations and motivations
- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you

Your Wellbeing at Orion Education

We know that, to achieve our vision, it is our people who will make the big difference. That is why we are continuously reviewing our wellbeing offering through the implementation of our wellbeing strategy.

Wellbeing Strategy

Our strategy aims to represent a commitment to an integrated approach to staff wellbeing that creates:

- a sense of belonging
- an environment and culture based on our vision, mission and values
- an environment where staff wellbeing is integrated into day-to-day practices
- an environment that recognises skills and encourages personal development
- encouragement and support for employees to develop and maintain a healthy lifestyle
- support for people with manageable health problems or disabilities to maintain access to or regain work
- improved staff satisfaction, recruitment and retention.

Our Commitment

- development of the Orion Education wellbeing charter
- protected time for PPA
- needs based flexible approach
- improving working lives through employment policies such as flexible working, absence management, menopause, mental health and dignity at work
- creating a safe place to work through health and safety strategy and initiatives
- ensuring that all line managers support staff through regular line management meetings
- decreasing the interval between treatment and return to work through occupational health referral and advice
- career development through continual professional development (CPD)
- personal support through the Employee Assistance Programme counselling service
- adherence to the rarely cover policy
- reducing workload through sharing best practice and agreeing smarter ways to work in line with the backbone.

Why work for us

Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

Pension Scheme

All contracted members of staff will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or National Insurance on your contributions and Orion Education adds a generous employer contribution, which varies depending on your salary.

Professional Development

Key to our ongoing success our development programmes are second to none.

Our commitment to instructional coaching ensures a consistent approach to teacher development across our schools.

Our Trust conference, online CPD modules and in-school service training supports you to achieve your goals whatever they might be.

Additionally, our programme of Trust Twilights provides our teachers with opportunities for deliberate practice and curriculum development planning.

Our early career teachers benefit from weekly mentoring and coaching, alongside a thorough training programme and additional Trust-wide events.

We also have opportunities for practitioner research and access to an NPQ programme through National Institute of Teaching.

Benefits

For a full list of our benefits, please visit our website [Orion Education - Staff Benefits](#)

About The Role

Cluster Site Manager

Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will also be completed. As an employer and provider of education, Orion Education is fully committed to equality and to valuing diversity.

This role is responsible for managing the estates and facilities services of a cluster of Trust schools, ensuring compliance with safety requirements and maintaining a high standard across all areas of the school for pupils, staff, and visitors.



Job Description

Job Title	Cluster Site Manager
Closing Date	7 June 2026 11:59 PM Interviews: 17 June 2026
Job Start Date:	1 August 2026
Salary	NJC Scale 9 Points 29 – 32 (FTE Salary £42768 per annum - FTE £45,750 per annum)
Contract Type	Full Time, Fixed Term
Working Pattern	36 hours per week, 52 weeks per year
Location	Multi-Site role covering across Orion Ravensbourne and Orion Blenheim Schools
Reporting To	Head of Estates

Job Purpose

To manage the estates and facilities services of a cluster of Trust schools ensuring compliance safety and a high standard in all areas of the school for pupils, staff and visitors.

Key Responsibilities

Main Duties and Responsibilities	Details
	<p>Maintenance</p> <ul style="list-style-type: none">• Identify and undertake appropriate repairs on a timely basis to maintain and improve the fabric of the school and to prevent any loss of learning time.• To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.• To organise and carry out decoration programmes and improvement work as agreed with the Head of Estates.• To be responsible for the operation of a preventative planned maintenance programme.• Operation and maintenance of heating, plant and lighting systems.• To ensure all statutory compliance checks are completed and recorded using the iAM Compliant system and defects reported to the Compliance Manager• Undertake regular site inspections, with follow up programmes of works.• Collect and assemble waste for collection.• Undertake cleaning duties and specialist cleaning tasks where appropriate.• Coordinate deliveries to the school sites.• Monitor performance of contracts and record performance against specified standards.

- Liaise with contractors to ensure quality, adherence to programmes of work and Health and Safety requirements.
- Supervising the cleaning team as instructed by the Head of Estates
- Provide training for premises staff.

Resources

- To advise on matters relating to the control of building costs and resources. To proactively seek to reduce waste.
- Contribute to planning, development and organisation of systems/procedures/policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- Manage and monitor relevant budgets, using the Sage Intacct ordering system, ensuring best value is obtained in line with Trust financial regulations.

Security and Safety

- To be responsible for the safety and security of school buildings, including the operation of CCTV systems.
- Undertake regular security checks and identify security risks.
- Take remedial action as required e.g., after break-ins, board up windows/doors, reglaze small internal windows.
- Monitor fire safety equipment and assist School Leadership in carrying out fire drills.
- Operate and respond to alarm systems where appropriate. To ensure premises staff are aware of their responsibilities regarding setting of alarms, testing and dealing with defects.
- Liaise with police, security and surveillance contractors as required.
- Provision of access to the building and grounds to authorised persons at all reasonable times.
- Provide access to the school as may reasonably be required outside normal hours of opening including access in the event of an emergency.
- Ensure that heating plant and equipment is effectively and efficiently operated.
- Undertake regular Health & Safety checks including water testing, temperature control and others.
- Carry out risk assessments and COSHH procedures as appropriate.
- To be responsible for ensuring clear and safe pedestrian access to the school, particularly in adverse weather conditions (e.g. snow clearing, gritting) and as far as possible staff vehicular access.
- To undertake safety audits of the premises and assist with relevant risk assessments as required.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Maintain a register of keys.
- Request unauthorised users of the site to leave, calling for attendance from the police if necessary.

- Carry out procedures in the event of fire, flood, breaking and entering accident or major damage.
- Ensure all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish.

Organisation and Managerial

- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Liaise with the Head of Estates, Compliance Manager, Principal and other staff within the school to understand the maintenance needs of users
- To directly manage and motivate premises staff, to maintain a good working atmosphere and team ethic, by motivating, instructing and delegating responsibilities to staff.
- Porter duties e.g. moving furniture and equipment.
- Direct/supervise cleaning and site staff and ensure cleaning is in accordance with specification.
- Undertake line management responsibility for Site staff.
- To organise a site and buildings rota to ensure any community use is adequately staffed.
- Take an active role as a member of the School's Health & Safety Committees.
- Project Manage all repairs and maintenance.
- Monitor the operating costs of the grounds, buildings and associated resources.
- Plan own work allocation and that of the premises staff to meet the requirements of the school whilst carrying out normal supervisory duties.

Facilities Letting and Community Use

- To supervise community users to ensure protection of the school assets.
- To liaise with users to ensure the customer's reasonable requirements are met.
- To ensure the building is always ready for normal educational use following any community use.

General

- Be familiar and comply with all relevant health and safety, operational, personnel, safeguarding, data protection GDPR and financial regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Commitment to own continuous professional development.
- Operate as directed within any setting across the Trust, mindful of the post-holder's life-work balance.
- Willingness to work flexibly, sometimes outside of normal core hours, in response to service demands.
- Maintain the confidentiality of information acquired in the course of undertaking duties.
- To be a qualified First Aider
- Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of the Compliance Manager, Principal or Head

of Estates.

Health and Safety

- The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Vision and Values

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the Trust's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

As part of ORION EDUCATION, you are responsible for:

- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the Trust's Safeguarding/Child Protection policies
- To be aware of and comply with all Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- To adhere to the Trust's Dress Code
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate

Person Specification

Skills, Capabilities and Experience

Area	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Hold or working towards a suitable, relevant, qualification, such as IOSH or NEBOSH • Familiarity with COSHH • Good Literacy and Numeracy skills • GCSEs (or equivalent) in Maths and English 	<ul style="list-style-type: none"> • Trade Qualifications: in areas such as plumbing, electrical or carpentry. 	Application Certification
Experience	<ul style="list-style-type: none"> • Management and supervision of staff • Customer focused attitude and proven ability to deliver service improvement and work to deadlines • Ability to work as part of a team, understanding schools' roles and responsibilities and your own position within these 	<ul style="list-style-type: none"> • Practical skills in one or more of the following: plumbing, carpentry, painting and decorating, general building work. • Working in a school environment. 	Application Interview References
Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge/experience of managing planned, preventative maintenance and compliance schedules • Ability to follow and promote policies and procedures • Clear communication skills, written and oral, including the ability to negotiate effectively 		Application Interview References
Character	<ul style="list-style-type: none"> • Excellent interpersonal skills and a track record of establishing and promoting effective working relationships • Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively • Enthusiastic, motivated and committed • Proactive, positive and resilient 		Application Interview References

Orion Education

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