



**Bedford Inclusive Learning
and Training Trust**
Achieving • Believing • Collaborating

JOB DESCRIPTION

Job Title:	Site Agent - Rivertree Free School
Responsible to:	Headteacher
Pay Range:	4AS points 14-19 37 hours per week, 52 weeks per year Actual pattern of working hours to be agreed, which may include a split shift
Date prepared:	Reviewed March 2026

JOB SUMMARY:

Oversee the smooth operation and maintenance of the school premises. The Site Agent will play a crucial role in ensuring the new school environment is welcoming, safe, and efficiently managed. This role includes overseeing cleaning staff, implementing new operating systems, and maintaining high standards of facility management.

KEY RESPONSIBILITIES:

Facility Management:

- Oversee the day-to-day operations of the whole school site, ensuring all areas are clean, safe, and well-maintained.
- To open and close school, including lettings where applicable.
- Manage and supervise a team of cleaners, providing guidance, support, and performance reviews.
- Conduct regular inspections of the premises to identify and address any maintenance or repair needs.
- Provide access to the school in the event of snow, flooding, or another emergency.
- Manage and oversee the Grounds Maintenance contract and the quality of work of the contractors.

Vehicle Management

- Ensure all school vehicles are fit for use and appropriate checks are completed, including cleanliness, maintenance, services and repairs etc.
- Ensure all legal obligations are met, including insurance and MOTs

Pool Cleanliness & Safety

- Oversee the day-to-day operations of the pool site, ensuring all areas are clean, safe, and well-maintained.
- Complete daily and weekly chemical and bacterial checks of pool to comply with health and safety legislation.
- Ensure the Health and Safety Risk Assessment is in place and implemented.

- Adhere to the Pool Operations Manual
- Liaise with external pool maintenance provider and work closely with pool servicing company where applicable.

Operational Systems:

- Implement and manage new operating systems for the school, including heating, electric scheduling, resource management, and communication protocols.
- Collaborate with the school administration and SLT to integrate systems and ensure smooth operations from day one.
- Provide training to appropriate staff on new systems and procedures as needed.
- Ensure that routine servicing for the school building and infrastructure is arranged and completed in the required timescale, recording information, storing certificates, and arranging any remedial work that needs to be done.
- Ensure access control to the building is in working order and in line with safeguarding protocols.

Health and Safety:

- Ensure compliance with health and safety regulations, conducting regular safety checks and risk assessments.
- Ensure school compliance systems are kept up to date.
- Develop and enforce emergency procedures and protocols.
- Address and resolve any health and safety concerns promptly.

Communication:

- Act as the main point of contact for any facility-related issues, liaising with school staff, contractors, and suppliers.
- Maintain clear and effective communication channels with school management and other relevant stakeholders.
- Utilise the school's ticketing system to prioritise jobs and ensure effective communication with staff on completion dates.

Budget and Resources:

- Assist in managing the budget for facilities operations, including procurement of supplies and equipment.
- Monitor and control expenditure, ensuring cost-effective use of resources, including cleaning costs and energy consumption.

Other:

- Provide excellent customer service to students, staff, and visitors, addressing any concerns or requests in a professional and timely manner.
- Always maintain confidentiality in respect of school-related matters and prevent disclosure of confidential and sensitive information.
- Undertake any other duties of a similar level and responsibility as may be required from time to time.
- Work flexibly in order to ensure the school can operate efficiently and safely.

PERSON SPECIFICATION – SITE AGENT

	Essential Attributes	Preferred Attributes
Experience & Qualifications	<ul style="list-style-type: none"> • Proven experience in facilities management, site supervision, or a related field. • Strong understanding of health and safety regulations and best practices. • Experience with new operating systems and facility management software. • Excellent organisational and leadership skills. • Strong communication and interpersonal skills. • Ability to manage multiple tasks and respond to emergencies effectively. 	<ul style="list-style-type: none"> • Previous experience in an educational environment. • Relevant certifications in facilities management or health and safety. • Knowledge of safeguarding in schools • Current First Aid Qualification
Skills and personal qualities	<ul style="list-style-type: none"> • Have effective oral and written communication skills • Dedicated and proactive • Ability to meet the physical requirements of the role • Willingness to participate in whole school activities i.e., open days and community events • Able to work on own initiative and be self-motivated • Commitment to equality, diversity and inclusion principles • Flexible approach with the ability to think creatively, solving problems with a 'can do' attitude • Competence at basic level for general repairs and maintenance • Be confident in use of IT and management systems. – Should this be in Person Specification? 	

The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after discussion, to meet the changing needs of the school and/or the wider Trust.

The Trust will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). The Trust will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The Trust provides an open, welcoming and safe environment for all its students, employees and visitors.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references, social media checks, enhanced DBS, probationary period & health clearance.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).