



Horizons Education Trust
c/o Spring Common Academy
American Lane
Huntingdon
Cambs
PE29 1TQ

Role: Site Manager
Salary: Scale 5, points 12 -17 (£28,598 – £31,022 *depending on experience*)
Contract: 37 hours, 52 weeks, permanent
Location: Spring Common Academy (American Lane, Huntingdon, PE29 1TQ)
Start Date: ASAP

Benefits: Access to Local Government Pension Scheme [LGPS]
Access to induction scheme and additional training
Access to EAP (Medigold)

We are seeking an enthusiastic and experienced Site Manager to join our Spring Common Academy team at Horizons Education Trust. In this essential role you will manage the buildings and site, facilities and Health & Safety for our SEND school based in Huntingdon.

The academies Site Manager plays an important role in ensuring the smooth running of the academy in terms of timely maintenance and repairs of the buildings and grounds in conjunction with events' management and site improvements. They will assist with Health & Safety management across the academy. Small building and refurbishment projects are often managed between the Director of Operations and the Site Manager so a working knowledge of project management and a good understanding of various trades will be useful. A Health and Safety or facilities management qualification is desirable, however, relevant training will be provided and the successful applicant will have a good level of numeracy and literacy with experience of report writing on IT packages.

The Site Manager will also take responsibility for the day-to-day line management of the academy's caretaking team. This will include the effective delegation of tasks, setting clear priorities and monitoring the quality and timeliness of work to ensure high standards of maintenance and safety are consistently achieved across the academy. The role requires strong organisational and leadership skills, with the ability to motivate and support staff, manage workloads fairly, and ensure that all caretaking duties are carried out efficiently and in line with health and safety requirements.

The role is a practical one working as part of the site team delivering a customer focused site service. It is essential that the post holder is committed to the Academy and Trust and must be able to work flexibly to meet needs. This may include working outside the normal working day to meet the needs of the Academy.

It is important to us that you have personal attributes and can share our Trust values within a caring special school working environment. You will be able to communicate with others effectively in a team with excellent organisational ability and resilience to work to planned deadlines.

All appointments are subject to satisfactory references and enhanced DBS check for children and adults.

Closing date: 12pm Friday 16 January, 2026
Interview date: Wednesday 28 January, 2026

To apply for this position please use the link below to register and apply via MyNewTerm:
[CV's will not be accepted]

<https://mynewterm.com/jobs/142557/EDV-2025-SCA-11152>

Horizons Education Trust is committed to the safeguarding and promotion of the welfare of children and young people and expect staff to share this commitment.