

ASSET
Education



Nurturing Humanity

Site Manager

Recruitment Pack



MAT EXCELLENCE
AWARDS

WINNER 2025



Civic partnership of the year

Presented by  **OPTIMUS EDUCATION**



MAT EXCELLENCE
AWARDS

WINNER 2024



Wellbeing trust of the year

Presented by  **OPTIMUS EDUCATION**

About ASSET Education

ASSET is an Education Trust comprising 16 primary schools in and around Ipswich and north-east Suffolk. ASSET is a very special trust and, from the very beginning, we have wanted to tackle social injustice and inequality in education, giving every child the opportunity to be successful and fulfilled in their lives. Our children are our future and we want them to be the best they can be, to have confidence and a sense of service, to be empowered to make our world a more compassionate and sustainable place.

Our people are at the heart of what we do; we support one another valuing connections and relationships because we believe that when people are cared for, learning happens and humans flourish. The Complete Human Strategy looks at 6 dimensions of working life and gives staff a structured approach to collectively and individually influence their work environment and access the support they need.

We support everyone in the Trust to enjoy success, happiness, confidence and fulfilment, and to have excellent physical and mental health. Our CHS framework provides us with a practical pathway to achieving this, and is based on the 6 fundamental pillars of wellbeing.

-  **Structure & Stability**
-  **Expertise**
-  **Positivity**
-  **Relationships & Communication**
-  **Place**
-  **Time Well Spent**



Sarah Orves, Director of Wellbeing

"Our unique model not only improves wellbeing for adults and children, but also provides a step-by-step toolkit to implement in any school, workplace or social setting"

  **Complete**
  **Human**
  **Strategy**
The ASSET way to wellbeing



ASSET
Education 

Site Manager

Grade 4

Job Description

Overview

Under the direction of the Headteacher and the Estates Manager the post holder is responsible for all aspects of site management including a wide range of duties and responsibilities connected with the whole school site.

All duties are carried out within recognised procedures or guidelines. There will be some need to interpret information or situations and to resolve straightforward problems.

The post holder will have a proactive, comprehensive role in ensuring that school buildings facilities, site services and cleaning programmes are maintained and operated to specific standards under the direction of the Headteacher and the Estate Manager.

The level description gives an overview of the level of competence required to carry out work at this level. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

General Duties

- Take a lead role in ensuring that the school site and building is maintained to the highest possible standard of provision
- Responsibility for supporting and overseeing the day to day site operation ensuring facilities are fully operational, fit for purpose and compliant with health and safety legislation.
- Be responsible for the coordination, reporting and advising on all aspects of health and safety and compliance with all statutory requirements, ensuring a safe environment at all times.
- Monitor and report on the performance of all contractors and ensure high standards of performance and workmanship are delivered
- The post holder will contribute to the strategic development of the premises; ensuring site maintenance and building projects are undertaken efficiently and effectively.
- The post holder will be expected to be on call out of hours and may be expected to undertake shift work to meet the needs of school.

Job Description continued...

Supervise

- Line Management and supervision of cleaning staff, ensuring safeguarding of all Premises staff.
- Induction of new cleaning staff.
- Allocation and prioritisation of workloads, including organising holiday cover.
- Development and training.
- Ensuring that sufficient staffing is in place to ensure the hygiene and cleanliness of the school.
- Complete performance management review with all cleaning staff.
- Half term meetings with cleaning staff to ensure consistency.

Security

- Ensure that practices and procedures defined for the total security and safe use of school premises are complied with.
- Take a proactive role in identifying and implementing improvements to site security.
- To be a visible presence at the start and end of the school day, to ensure the safety of staff, pupils and parents in case of an incident.
- Ensure that any lettings of the school comply with the Trust lettings policy and any breaches are logged.
- Be on call in the event of emergencies.



Job Description continued...

Premises Management

- Ensure routine building and site maintenance work is undertaken as required, including monthly/weekly compliance checks
- Contribute towards the school Health and Safety policies, ensuring they are implemented and closely monitored.
- Ensure all Health and Safety checks are undertaken and recorded.
- Take charge of, monitor, action and update the Worknest Health and Safety Portal to ensure all remedial work is completed within the recommended timescale. Discuss and report any issues with line managers as required.
- Ensure that energy and conservation policy and procedures are complied with.
- Manage and organise school long term refurbishment programmes liaising with the Trust Estates Manager
- Manages and updates the schools conditions risk register.
- Liaise with school staff, contractors and Trust Premises Group as required.
- Ensure all plant and equipment is safely stored and maintained to the required standard.
- Ensure all outside services are maintained, including drains and hard areas.
- Monitor the standards of cleaning and grounds maintenance and report problems to line managers.
- Actively promote the use of the school facilities, liaise with customers, and ensure all lettings arrangements are adhered to including locking and security of building after letting.
- Open and lock up for lettings as required after consultation with HT.
- Monitor the premises budgets and ensure value for money.
- Support the cleaning of the school by working alongside existing cleaners to ensure all areas of the school are cleaned regularly.
- Support the school by completing repairs, maintenance or projects or liaise with outside agencies to complete these works.
- To support the ethos and values of the school and participate in the safe running of activities such as Summer fetes etc.
- Ensure value for money.
- Has advanced DIY skills such as plumbing, carpentry and basic electrical work. The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

Job Description continued...

In addition, all cleaning duties must be carried out in accordance with health and safety procedures, as follows:

- Wearing personal protective equipment and clothing e.g. goggles when mixing chemicals and water, dust masks when cleaning pottery rooms, rubber gloves
- Correct use of colour coded equipment and consumables e.g. cloths, gloves to prevent cross contamination
- Safe care and correct use of cleaning chemicals
- Use of 'dirty kit' in disposing of bodily fluids
- In the event of an accident, refer to COSHH data sheet for guidance

Maintenance work to be carried out as and when needed.

- Various electrical repairs including but not limited to - replace led panel lights, replace double sockets, replace light switches
- Various plumbing jobs including but not limited to - replace urinals, replace taps and pipe work, clear blocked drains and sinks



Person Specification

Criteria	Person Profile	Essential	Desirable
Technical or Specialist	Broad knowledge of basic DIY/equipment and straightforward repairs.	✓	
	Knowledge of Health and Safety (COSHH/manual handling/disposal of bodily waste/chemical safety/ machine competence)	✓	
	Knowledge of industrial cleaning products and the relevant health and safety guidelines		✓
Literacy and Numeracy	Ability to read and record written information such as meter readings etc	✓	
Organisational	Knowledge of health and safety policies and procedures, e.g. manual handling	✓	
Physical Skills	Hand /eye coordination needed to undertake basic DIY and cleaning tasks.	✓	
Mental Skills	Ability to recognise straightforward problems, resolve or report.	✓	
	Identifying areas of improvement within the site and contributing to changes in working practice.	✓	
Interpersonal & Communication	Keep up to date written and electronic records.	✓	
	Ability to communicate clearly.	✓	
	Experience of managing or supervising other staff		✓
Level of Autonomy	The work is covered by guidelines and procedures	✓	
	The post holder will have regular contact with line manager	✓	
	The post holder has the ability to work on their own initiative	✓	

Application

If you are interested in this role with ASSET Education please apply through MyNewTerm outlining how you meet the requirements of the person specification, and how your experience could enable us to bring our vision to life.

Interview Process:

Shortlisted candidates will be invited to attend an interview and all communication with details will be provided through My New Term.

