



Site Manager Vacancy

Potters Gate C of E Primary School

The Good Shepherd Trust



Candidate Information Pack
November 2025

The Good Shepherd Trust

Dear Applicant,

Thank you for your interest in this exciting opportunity to apply for the Site Manager role at Potters Gate C of E Primary School in Farnham, Surrey.

We are looking for a skilful, well-organised and enthusiastic person to join our school team, someone who wants to make a difference and will take pride in making our school an appealing place to be for students and staff alike.

A flexible approach to the role will be required as this role will be expected to cover caretaking services when there are school events or lettings.

Potters Gate C of E Primary School is one of 24 schools in the Good Shepherd Trust. Our vision is to 'Be Better, Together' so we work collaboratively as much as possible. We are committed to establishing academies, which educate the whole child, for wholeness of life, in the heart of their community. Our people are what makes our Trust so great and we all work together to make our schools fantastic places to be. As Site Manager, your role will involve taking responsibility for the security of our site, ensuring Health and Safety is always considered and developing a programme of planned and preventative maintenance.

As with all posts at The Good Shepherd Trust, we offer personal and professional development opportunities in a role where you know you are making a real difference. You will also be part of the Trust's Site Managers network with like-minded people who share knowledge and experience. Finally, you will be supported by the Trust's Head of Building and Estates as well as senior school staff to ensure that you really do know that you are part of the Trust team.

Our vision is to 'To be Better, together, to ensure an ambitious education for every child in every school every day'.

We are working hard to become a more diverse organisation – which is key to our commitment “to be better, together”. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit. We are always open to discussing flexible working options.

Please note that we reserve the right to interview on application should a suitable candidate apply and we have the right to withdraw this advert prior to the closing date. You are therefore strongly encouraged to apply for the role as soon as possible.

We look forward to receiving your application.

Headteacher

Site Manager Potters Gate Primary School

Reporting to: School Business Manager
Salary: £31,002 Grade F2 (+ LGPS pension scheme)
Hours: 36 hours per week

Job description

The Caretaker role will provide security and caretaking service to our schools to minimise risks to the health and safety of those using the school site. The role will ensure the cost-effective use of materials and equipment and participate in the efficient and economic use of the school premises and the postholder will plan and manage an ongoing maintenance programme of work.

Duties and responsibilities

Cleaning

To ensure that the site is kept clean and tidy in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

- Keep all outside hard areas clean and tidy, e.g. litter clearance, leaf sweeping.
- Collect and dispose of refuse.
- Carry out emergency cleaning as required.
- Clean allocated areas of the premises as defined on the site plan in accordance with the county's cleaning specification.

Site Maintenance

- Contribute to maintaining the site in a good state of repair and maintain heating and lighting to all parts of the premises, in order to minimise risks to the health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited to learning.
- Operate heating plant to maintain required temperatures. Carry out frost precaution procedures as necessary.
- Ensure adequate heating and lighting to all parts of the premises and, if either system fails, institute the recommended emergency procedures.
- Carry out regular checks and maintenance of drains and gullies to ensure free flowing and clean. • Carry out regular water safety, fire alarm and lighting checks.
- Undertake emergency and first line repairs within capability, and other repairs/procedures within capability and training e.g. electrical work, plumbing and heating, painting and decorating, carpentry and joinery and glazing.
- Ensure all paths and external areas are clean and safe.
- Liaise with the TBM and Head Teacher in the preparation of long and short-term maintenance programmes and where appropriate decide which repairs require outside contractors.
- Direct contractors to the site, explain nature of the repairs, monitor their performance and inspect completed work. In addition, ensure that contractors are aware of relevant health and safety measures in force at the school.
- 3. Security Secure all school buildings and set alarm systems when school is not in use to protect the building and its contents.
- Be a keyholder for the school site.
- Ensure the buildings are locked and unlocked at appropriate times, setting and turning off alarm systems.

- Regularly check the automatic security and fire alarm systems and liaise with Admin Lead regarding servicing as recommended.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.

Portering

- Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed.
- Dispatch and take delivery of goods, laundry and materials.
- Transfer goods and materials delivered to the school to appropriate locations around the school site.
- Daily setting out and clearing away of tables and chairs in dining areas if required, and movement of furniture in connection with assemblies and parents' evenings.

Monitoring

- Establish and maintain procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary supplies.
Monitor the performance of outside contractors working on the school site and inspect completed work.
- Monitor standards of cleaning provided by the school's cleaning staff or contract cleaning staff and raising these initially with the staff concerned or with the contractor as appropriate to achieve improved performance.
 - Check supplies of cleaning materials, personal hygiene products and sundry items and replace as required.
 - Record meter readings for gas, water and electricity.

Cost Effectiveness

- Contribute to the Trust's objectives of achieving greater value for money in the maintenance of the buildings and site.
- Manage, schedule, and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed, advising management in order to ensure the most economical use of fuel and water.
- Where appropriate to the nature and organisation of the school, write reports on fault finding, cost of vandalism, suggestions for increased efficiency of the service inspections/fault finding etc.

General

- To comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection and report any concerns to the appropriate person.
- Contribute to the overall aims and targets of the school.
- Maintain a professional attitude when liaising with staff, visitors, parents and children.
- Undertake training as required.
- To carry out any other similar duties as required by the Senior Leadership Team

Person specification

- Self-starter with the capability of working independently and as part of a small team
- Attention to detail and ability to self-review work
- Ability to understand and follow processes and sense check information provided
- Proactive and works on own initiative
- Strong communication skills

Safeguarding

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment. All appointments are made subject to an enhanced DBS clearance (Disclosure and Barring Service), satisfactory references and qualification checks. All staff are required to safeguard and promote the welfare of children and young people and follow Trust policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the team member will carry out. The postholder may be required to perform other duties appropriate to the level of the role.

Competencies

Accountability	Accepts responsibility for own actions, good outcomes and self-development. Demonstrates commitment to accomplish tasks and objectives with integrity in an ethical, efficient and aware manner.
Collaboration	Working co-operatively and flexibly with colleagues to achieve Trust and mission and strategic objectives. Excellent team player. Passionate about working within a service-based team and wanting to make a difference.
Flexibility	Understanding and ability to work as a flexible team member, contributing to the delivery of business objectives; with the ability to adapt to changing priorities and job requirements.
Communication and influencing	The ability to communicate ideas persuasively, both verbally and in writing.
Risk and awareness	To understand and operate within the relevant legal, statutory, regulatory and Trust policies and practices at all times.
Forward Thinking and Innovation	Take responsibility and think innovatively to problem solve Complete tasks to a standard that continuously improves performance – their own and the Trust's.
Knowledge and abilities	Well-developed organisation skills and ability to prioritise. Confident use of IT including 0365 and MIS. High attention to detail, accuracy and speed of input



About The Good Shepherd Trust

[The Good Shepherd Trust](#) is a multi-academy Trust within the Diocese of Guildford. We currently have 24 schools, 23 in the primary phases and 1 secondary school. The Trust has implemented school hubs for the purpose of collaboration to improve outcomes for children and is seeking to further streamline and centralise services in order to better support all the schools within the Trust.

“To be better, together, to ensure an ambitious education for every child in every school every day”

We commit to:

- **Having an ambitious culture which enables self-confidence and aspiration in everyone in our family, child or adult**

Each Trust school is unique. The Trust is committed to celebrating the local context of each school and capitalising upon their strengths to the benefit of the wider Trust. The quality and commitment of our people is at the heart of all we achieve. The Trust values them, develops them, and is an [employer of choice](#).

Our values are lived out by all our people in every aspect of our work, including our behaviours, policies and decision-making.

The [Trustees](#) are ultimately accountable for the performance of the Trust and have a key role in setting the strategic direction and managing risk. The Trustees delegate some responsibilities to [Local Committees](#) (LC's).

The Trust has an active central team, [based in Guildford](#), who provide support for school improvement and educational outcomes, safeguarding, governance, admissions, human resource management, finance and much more. There are exciting developments in the pipeline to further develop the central function, which will bring benefit to all our schools.

How to Apply:

Please complete your application form on <https://www.mynewterm.com/>

Dates:

Closing date: 18th December 2025
Interview date: TBC