

Northwood Primary School

Site Manager

Pay Scale: (Band 6/SCP 9-12) £28,153 - £29,541

Contract: Permanent - 37 hours per week. Full year

Required: ASAP

Hours of Work: 6:30am – 10am (9:30am Friday), 2:30pm – 6:30pm Monday to Friday



www.northwoodprimary.org.uk

Telephone 01325 267222

Do you have high standards and take a pride in your work? Would you like to be part of a school community and contribute to children's learning as well as the wider life of our school?

We are looking to appoint a skilled, committed, organised and caring Site Manager to join our vibrant, successful & supportive school.

The successful applicant must:

- have experience in maintenance repairs / handyperson duties
- have experience in cleaning duties
- have unwavering standards of excellence
- have experience in maintenance of outside areas
- have excellent organisation and communication skills
- be committed to keeping children, staff and all members of our school community safe
- be passionate about pupil and staff well-being

If this sounds like you and a role that you would enjoy, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Northwood Primary School however; the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available on the school website. All completed application packs must be returned directly to the school via email to Bethany Phillips, Office Manager, bphillips@northwood.lingfieldtrust.org.uk

Visits to the school are encouraged and should be arranged with Bethany Phillips, Office Manager.

Closing Date: 16th October 2026

Interview Date: 22nd October 2026

JOB DESCRIPTION

POST: Site Manager	
GRADE: SCP 9-12	
RESPONSIBLE TO: Headteacher	
STAFF MANAGED: None	
JOB PURPOSE: To ensure a high standard of accommodation for the children and staff of the school, through ensuring safety checks, cleaning and maintenance are completed.	
ACCOUNTABILITIES / RESPONSIBILITIES	
Main Responsibilities	Post holders working to this job description may undertake any of the following main duties and responsibilities (but not necessarily all of them). • Perform routine maintenance and handyperson tasks in and around school buildings and premises, as instructed. Examples include changing fuses, minor boiler repairs (in line with training), removing graffiti, replacing missing screws, oiling doors, replacing handles, maintaining and replacing light bulbs, repairing and preparing paintwork, painting when necessary, boarding broken windows, unblocking drains, guttering, grates, and toilets, replacing broken locks/bolts, removing rubbish and debris (excluding contractor debris), repairing school furniture, erecting and repairing shelving, notice/display boards, and hanging pictures. • Clean the school grounds during working hours, including removing litter, needles, glass, toxic chemicals, and animal waste. Cover cleaning duties when staff are absent. • Regularly test alarms in school buildings, including fire and security alarms. Record results • Ensure all firefighting equipment is regularly maintained and that everyone has unrestricted access to it and all fire exits. • Ensure all COSHH assessment forms and registers are completed and filed, and hazardous equipment is stored safely (training and support provided). • Perform daily, weekly, monthly, termly, 6-monthly, and annual checks, such as Legionella testing, weekly flushing of little-used outlets, and ladder safety inspections. • Use, regularly monitor, and carry out tasks identified on the Trust's electronic portal (training provided). • Ensure the school grounds are safe by clearing tripping hazards and removing or protecting offensive items. Trim overhanging branches or trees that could cause problems, replace outside lighting, and replace cracked paving stones.

- Ensure that school walkways and designated play areas are clear of snow and icy patches in poor weather, in line with school policy.
- Advise contractors on site of school health and safety procedures when carrying out work during term time and school holidays. To direct workmen or contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary.
- Monitor and report the consumption of gas, electricity and water.
- Maintain the heating and water system as needed, including reporting major repairs to contractors or service providers.
- Ensure the building is heated to a satisfactory standard and adjust the heating levels according to the seasons and holidays.
- Checking, storing, and ordering school supplies for building cleaning, maintenance, and security.
- Must be available to open and close the school for any lettings organised by the school, including setting out equipment and furniture as required by clients, during term time, school holidays on week evenings, or on weekends.
- Ensure the school building's security, including opening and locking gates and doors, locking and securing windows, and activating security systems.
- Responsibility of 1st key holder for school and undertake associated call-out duties on behalf of the head teacher on a 24 hours basis. For example, initial response to fire and intruder alarms and take necessary emergency measures to ensure the school building(s) is / are secure.
- Portage of supplies and deliveries made to the school and the movement of large items around the school as directed by other school staff. Including, when necessary, co-ordination and control of onsite car parking for goods vehicle deliveries.
- Work with and in co-operation with cleaning staff / contractors during school holidays to undertake 'deep' cleaning of school, for example varnishing / painting floors, cleaning windows.
- Undertake PAT testing in line with Trust Policy.
- Complete Annual Audit of assets and management of all new assets, ensuring they are labelled and added to the Trust's electronic portal.
- Liaise and plan PPM (Planned, Preventative Maintenance) with contractors to ensure compliance, maintaining building operation.

	• Act as a point of contact for staff, pupils, parents and visitors regarding site-related issues or concerns. • To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures. • Contribute towards the ethos of Northwood Primary School. • Work closely with Office Staff and co-ordinate the cleaning staff in school. • To undertake any other tasks that may be required/requested from school staff.
Safeguarding and Promoting the Welfare of Children/Young People	• Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate.
Lingfield Education Trust	• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i> PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY. The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post will be based in Northwood Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.
Date of Issue:	September 2026

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

PERSON SPECIFICATION – Site Manager

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge & Experience • At least 1 years practical experience in building maintenance, heating, ventilating, electrical or similar work (AF,R,I) • Experience in the application of Health and Safety legislation (AF,R,I) • Experience of cleaning in contract / industrial setting / environment (AF,R,I)	• Caretaking experience at a school setting and knowledge of school policies (AF,R,I) • Experience of serving lettings (AF,R,I)
Skills • Ability to respond to changing priorities (AF,R,I) • Ability to work on own and prioritise own work load (AF,R,I) • Ability to communicate effectively both verbally and in writing to other school staff (AF,R,I) • To be able to complete routine reports and paperwork. Willingness to undertake training and attend courses. (AF,R,I)	• Manual Handling experience and training (AF,R,I) • Ladder Safety training and experience (AF,R,I) • PAT Testing Qualification (AF, R, I)
Personal Attributes • Flexible approach to working arrangements in line with the duties of the post (AF,R,I) • Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed (AF,R,I)	

Qualifications	To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline (AF,C)
Personal Qualities - Capacity for independent travel in line with the duties and requirements of the post (AF,R,I) - Motivation to work with children (AF,R,I,D) - Ability to form and maintain appropriate relationships and personal boundaries with children (AF,R,I,D) - Suitability to work with children (D) - Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline (AF,R,I,D)	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory reference.