



Dear Colleague,

Post: Site Manager

Thank you for your interest in this post.

Rise Park Academies consists of a separate Nursery, Infant and Junior School with 3 forms of entry. The schools share a school site and work closely together. The school is part of the Success For All Education Trust (SFAET) alongside Redden Court, Royal Liberty and Sanders Drapers Secondary Schools. <https://www.sfaet.co.uk/>. Our vision is focused on 'Commitment to Success for All' with aspiration for all members of our community.

We are seeking a dedicated and proactive Site Manager to oversee the effective operation of Rise Park Academies buildings, grounds, and facilities. In this vital role, you will ensure our premises are safe, secure, and ready for day-to-day use by students, staff, and other users. The ideal candidate will be confident working independently, able to prioritise tasks, and effectively manage a team of site staff. The ideal candidate will bring a thorough, practical understanding of premises maintenance issues alongside a strong, unwavering commitment to the protection and safeguarding of our children and young people.

As our new Site Manager, you will take ownership of our facilities by developing a responsive and planned preventive maintenance programme. You will also lead and supervise the site team, actively managing staff deployment to ensure appropriate cover. Ensuring full compliance with Health & Safety policies and current legislation is a core part of this role, as is liaising closely with contractors and suppliers to maintain exceptional standards across our entire school site.

If you would like to become a key part of our school community, please apply via 'Mynewterm' which can be accessed [here](#) by the deadline of Wednesday 5th August at 09:00. Interviews will be held on Thursday 13th August.

We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.

If you wish to have an informal discussion about the post before applying please feel free to contact the Estates & Facilities Manager on 01708 730141 or by emailing gjames@sfaet.co.uk.

I look forward to receiving your application.

Yours faithfully

Mrs H Durrant
Executive Headteacher

Advert

Site Manager - Based at Rise Park Academies

Scale 6 (point 18-20) £35,520-£36,585

Hours: 36 hours per week, 52 weeks per year

Leave Entitlement: 28 days rising to 31 days after five years service

Post Start Date: As soon as possible

Working Pattern: 8am till 4pm Monday to Friday (excluding bank holidays) with 48 minutes of unpaid break during each day

Directly Responsible to: Trust Senior Operations Officer

Indirectly Responsible to: Trust Estate and Facilities Manager, Trust Health & Safety Operations Officer, and School Headteacher

Responsible for: School/site keepers/caretakers, lettings/facilities staff, maintenance/trade staff, and any temporary or contracted site staff

As a valued and dependable member of our Site Management team, you will manage the school premises in order to ensure a high standard of cleanliness and maintenance, whilst at the same time ensuring a safe learning environment for our students and staff. You will be responsible for the management and operation of premises related functions at the school including buildings and grounds maintenance, security and liaising with contractors. You should be willing to attend training courses such as Health and Safety, IOSH and First Aid. You will work closely with the Senior Operations Officer to strategically plan a schedule of works to ensure budgets are spent effectively and to develop a maintenance programme.

Successful candidates will have:

- Excellent organisational and administration skills
- The ability to support others and work as part of a team
- Line management/supervisory experience
- High level of team, interpersonal and communication skills
- The ability to manage time effectively, delegating tasks as appropriate, multitasking and working to tight deadlines
- A high level of initiative, enthusiasm and willingness to work in a collaborative manner
- Good understanding of Health and Safety in the context of a school environment

Previous experience is not necessary as training will be provided. The successful candidate will be required to act as a key holder which may include being called outside of normal working hours. The successful candidate will also be expected to cover site staff absence which involves some shift working. Applicants will be based at Rise Park Academies, but may be asked to work across the Trust in any of our schools which currently include The Royal Liberty School, Sanders Draper School and Redden Court School. This list may expand based on any future growth within our Trust.

Why Work With Us?

As an employer, we are committed to promoting career development and recognise hard work and effort. As an equal opportunities employer we offer from day one of your employment parental leave, compassionate leave and carers leave at or above the statutory levels. We are committed to wellbeing and flexible working requests which can be submitted from day one.

As an employee, you will be covered by our excellent well-being support and medical cover programmes provided through the [Spark](#) and [Medicash](#) organisations. This includes access 24 hours a day to a GP helpline, physiotherapy, optical support, dental treatment, and access to a counselling service.

Rise Park Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check (with children's barred list check)

Rise Park Academies is an equal opportunities employer including blind recruitment.

"We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, disability, religion or belief, age or sex and sexual orientation."

Further details can be downloaded from our website www.sfaet.co.uk or please contact Gareth James at The Royal Liberty School on 01708 730141 or email gjames@sfaet.co.uk.

If you are looking to advance your career in a supportive and dynamic setting and are committed to providing the very best experience for our staff and students, we would love to meet you.

The Trust's January 2026 Staff Survey results confirm it is a great, safe, and supportive place to work. Staff are significantly more likely to recommend the Trust as a good employer compared to the national benchmark. This positive sentiment is consistent throughout, with general job satisfaction and communication outcomes also being substantially higher than the national benchmark.

The Trust is a Disability Confident Committed employer and we welcome applications from the whole community. All applications for flexible working will be accommodated if operationally feasible.

Closing date: Wednesday 5th August at 09:00

Interview will be held: Thursday 13th August

We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.

The use of AI is strictly forbidden to assist in any way with the interview/application process.

*Previous applicants need not apply.

Job Description

Job Overview

- **Job Title:** Site Manager
 - **Grade:** Scale 6 (point 18-20)
 - **Hours:** 36 hours per week, 52 weeks per year
 - **Working Pattern:** 8am till 4pm Monday to Friday (excluding bank holidays) with 48 minutes of unpaid break during each day (Core working hours are defined in the employment contract)
 - **Leave Entitlement:** (Annual leave entitlement is defined in the employment contract)
 - **Directly Responsible to:** Trust Senior Operations Officer
 - **Indirectly Responsible to:** Trust Estate and Facilities Manager, Trust Health & Safety Operations Officer, and School Headteacher
 - **Responsible for:** School/site keepers/caretakers, lettings/facilities staff, maintenance/trade staff, and any temporary or contracted site staff
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Job Purpose and Context

The site manager is responsible for all matters relating to the effective operation of the school's building, grounds, and facilities. The primary duty is to ensure the premises are safe, secure, and ready for day-to-day use by students, staff, and other users. This role involves the deployment of site staff and the setup of facilities.

The site manager must be prepared to work during evenings and weekends to provide cover and support when needed with notice to cover school events and in exceptional circumstances. Furthermore, the post holder may be contacted outside of normal working hours in case of emergencies or alarm activations. The Trust may also expect the site manager to support other schools within the Trust. Staff are expected to work flexibly; the post holder may be required to carry out unspecified work that falls within the general remit of these duties and responsibilities.

Roles and Responsibilities

Maintenance, Assets & Grounds

- Develop a responsive and planned preventive maintenance programme, including scheduled repairs, servicing, and redecoration.
- Manage the day-to-day operation of all school facilities, ensuring proper maintenance of stock, tools, and equipment.
- Manage minor works and ensure the Trust is informed of any medium or large work being carried out on the buildings or grounds.
- Carry out repairs to property, fixtures, fittings, furniture and non-electrical equipment.
- Provide information on the state and condition of school assets, such as furniture, fittings, and the fabric of the building.
- Monitor work carried out on the grounds, meet with contractors, and ensure the outdoor spaces are welcoming, safe, and clean.
- Ensure there is adequate signage to assist all users of the site.
- Ensure the school minibus is well maintained, regularly serviced, and has procedures in place for its safe use.

Health, Safety, Security & Fire Management

- Carry out regular tours of the site to identify and address maintenance, security, and health & safety issues.
- Ensure the alarm systems, access control and CCTV are adequate to protect school assets and that the site remains secure and well-lit.
- Ensure full compliance with the school's Health & Safety policy, current legislation, and environmental laws, maintaining robust controls for COSHH, asbestos, and legionella.
- Ensure statutory testing and inspections (including building safety, electrical, gas, lifting equipment, HVAC, and fire systems) are completed on time and remedial work is carried out to remain legally compliant and insured.
- Maintain accurate, up-to-date records of all fire safety checks, ensuring designated fire equipment and alarms are checked regularly.
- Act as the Pool Plant Operator if the site has a swimming pool.
- Assist with annual audits and risk assessments.
- Ensure the site is clear of hazards, traffic is safe for users, and the premises are accessible to all, especially regarding emergency evacuation for those with special needs and disabilities.
- Record and report any accidents, incidents, near misses, or reactive repairs through the Trust's reporting process.

Staff Management & Deployment

- Carry out supervisory duties for the site team, including the performance management process.
- Manage the deployment of site staff to ensure appropriate cover during evenings, weekends, holidays, and periods of staff absence.
- Monitor the performance of site staff and prioritise workloads.
- To manage the helpdesk, prioritise and allocate tasks amongst the site team.
- Administer staff deployment, schedule processing, leave requests, and overtime claims.
- Ensure all site staff receive relevant training, are competent, and follow risk assessments and method statements for all tasks.

Contractors, Cleaning & Refuse

- Liaise with contractors, suppliers, and the appointed cleaning contractor to ensure the site is kept to a high standard.
- Monitor the refuse contract to ensure the site is free of rubbish and a full recycling service is offered.
- Ensure contractors comply with asbestos registers, H&S policies, safeguarding procedures, personal hygiene, and water management arrangements.
- Ensure necessary legionella checks are undertaken and logs are maintained.

Administration, Lettings & Compliance

- Manage premises-related budgets effectively, obtain quotations, and prepare requisitions for goods, services, and repairs.
- Ensure anyone carrying out work on Trust premises is vetted through the Trust process and adheres to risk assessments and method statements.
- Book contractor visits and ensure all users of the site, including contractors, are aware of health & safety issues.
- Record all in-house checks, tasks, and engineer reports on the asset and compliance management software, ensuring recommendations are addressed or reported.
- Maintain accurate documentation, assessments, logs, and registers, filing key documents on the Trust digital filing system with correct permissions.
- Ensure school access, hiring, and lettings policies are followed, ensuring lettings checks are carried out and building users are signed in and out.

- Deal with facilities enquiries, attend relevant meetings, monitor the action tracker, and use school record systems appropriately.

General Duties

- Practise energy conservation by making maximum use of water and energy efficiency during the day and evening.
- Be an ambassador for Net Zero, Carbon Neutral, Energy Efficiency and Sustainability.
- Ensure all deliveries are dealt with quickly and efficiently.
- Ensure that all room set-ups are done in a timely manner to help facilitate the smooth running of the school.
- Take appropriate action to identify, evaluate, minimise, and manage risks in the immediate working environment.
- Complete school-based induction and undertake necessary training to improve performance.
- Work in accordance with the values, culture, ethos, and inclusion policies of the school, proactively promoting anti-racist, anti-sexist, and anti-discriminatory behaviours.
- To take proactive responsibility for promoting and safeguarding the welfare of all children and young people within the school, strictly adhering to the school's Child Protection and Safeguarding policies.

Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work independently and lead and supervise the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and young people	✓		Application & interview
The ability to apply ICT skills to the needs of the job	✓		Interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Knowledge			
A thorough understanding of health, safety and security issues and relevant legislation affecting schools	✓		Interview
An understanding of the various cleaning methods and techniques		✓	Application & interview
A thorough practically based understanding of premises maintenance issues	✓		Application & interview
The know-how to assess and carry out minor repairs and maintenance	✓		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people	✓		Application & interview
Qualifications & Experience			

Willingness to successfully complete the range of training relevant to the job	✓		Interview
Certification of relevant health & safety training (IOSH Managing Safely or higher)		✓	Application
GCSE at level A-C in English and mathematics or equivalent		✓	Application
Relevant certification of practical skills and knowledge		✓	Application
Between 3 and 5 years relevant experience as a school keeper / caretaker		✓	Application & interview
National Pool Plant Operator Certificate		✓	Application