

Working at Whitehill Primary School & Nursery

Join our Team



For appointment of:
Site Manager



PROUD TO BE
Aletheia
Academies Trust



Headteacher Welcome

Angela Carpenter

Thank you for your interest in the role at Whitehill Primary School and Nursery. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

Whitehill is a happy, caring, inclusive and vibrant community. We recognise that early life experiences echo on into adult life and shape who we become. Every child needs to feel valued, safe and nurtured if they are to fully embrace their innate qualities of curiosity, communication, innovation, deduction, and creativity to become confident, independent and ambitious learners who thrive.

Whitehill joined Aletheia Academies Trust on 1st March 2025. We were keen to join a Trust that has expertise in the Primary Phase and has a reputation for improving the life chances of children.

The school has benefited greatly from joining the Trust in a multitude of ways, we feel part of a bigger family, who are all committed to ensuring that we provide the very best education for the children we serve.

I am extremely proud to lead a team that is highly committed to providing the very best opportunities for the children who attend Whitehill Primary School and Nursery. Staff, supported by governors, work hard to deliver a rich and challenging curriculum, to prepare children for future education and to help them acquire the skills and enthusiasm needed to pursue learning for the rest of their lives.

I look forward to receiving your application.

Whitehill Primary School & Nursery



Whitehill is a strong and thriving community, united by a shared commitment to ensuring everyone thrives and finds happiness in their lives. We take immense pride in the safe and nurturing environment we have cultivated here at Whitehill.

Our goal is to empower every individual to grow and achieve their fullest potential. We nurture confidence, encourage ambition in all areas of life, and support the development of independence in decision-making.

Our curriculum is thoughtfully designed to meet the unique needs and interests of every child. We understand that the world is evolving at a rapid pace, and the challenges our students will face in the future may differ greatly from those of the past. To prepare them, our curriculum is continuously reviewed and adapted to embrace new technologies, ways of thinking, and innovative approaches to learning.

Students engage with real-world issues on local, national, and global levels, sharing their thoughts and ideas for solutions. They are encouraged to take an active role in the school, local, and wider community by participating in fundraisers and supporting those less fortunate.

Whitehill is proud to offer a Nursery provision and a wealth of resources that cater to a wide range of interests and needs. We take great pride in the inspiring and dynamic learning environments we've created both inside and outside the classroom. These spaces provide our students with countless opportunities to grow and thrive.

“Children flourish in early years. The environment is rich with language and well planned activities. Children show engagement, enthusiasm and collaboration.” – Ofsted





We value every one of our employees and want to give back as much as possible. To show our appreciation, we offer a range of perks and benefits as outlined below:



Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities.



Unlimited access for you and your family to 24/7 GP telephone consultations.



Enhanced annual leave allowance with term-time offerings.



Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.



Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions.



Access to Local Government and Teachers' Pensions Schemes.



Free eye test, examinations and eye care vouchers.

For a full range of what Aletheia Academies Trust offer, please scan:



Job Description

Job Title	Site Manager
Location	Whitehill Primary
Duration	37 hpw, all year round
Work Hours	7:30 – 4:30
Reporting to	Headteacher
Salary	AAT D £26,393-£27,713 p.a
Pension	LGPS
Start date	ASAP



About the Role

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.

Main duties

As a main keyholder, opening and locking up the premises as needed. Ensuring external doors and windows, internal doors and boundary gates are properly secured, internal lights off, external security lights on, security alarms activated before departure

Undertake minor maintenance and DIY. Escalate works beyond this scope so that contractors can be scheduled.

To operate the heating, lighting etc.

To complete various safety checks across the whole school: daily perimeter checks (including visual checks of trees, playground equipment), visual asbestos checks, faulty equipment, weekly fire alarm tests, monthly emergency light tests, COSHH, water hygiene etc. Record outages so that contractors can be scheduled

Maintain a range of surfaces throughout the school grounds operating jet washer, leaf blowers and garden tools as required.

To ensure that all hard surface areas and paths are kept free of ice, litter, leaves, weeds and other debris at all times.

Key Responsibilities



To ensure that adequate health & safety measures are taken at all times as required by current guidance and legislation e.g. manual handling, risk assessments. Extending to ensure that contractors are advised of location of asbestos registers, and have provided Risk Assessments/Hot Work Permits to ensure a safe site.

To positively support the ethos of the school, taking into account our safeguarding, equal opportunities and behaviour policies in particular.

To take part in training for all aspects of your role as directed by your line manager.

Moving furniture, setting out of chairs, delivering parcels and equipment around the school site, receiving deliveries and escorting trades people on the site

Look out for maintenance and repairs around the School – e.g. a cracked window, graffiti on any surface, lights out, dirty diffusers, clocks wrong etc.

Act on maintenance requests sent through the helpdesk

Carry out tasks within your skills – painting and decorating, carpentry, plumbing etc. as required.

Carry out regular cleaning duties as required.

To understand the need for discretion and confidentiality at all times.

To make sure the school site a secure and safe environment in line with the school's Safeguarding policy.

Accountabilities:

Operate and regularly check systems, such as heating, lighting and security. Keeping up to date records.

Oversee onsite maintenance contractors, checking that work has been completed to required standards



Understand appropriate school budgets and operate on a best value for money basis. Operate within the Trust's Finance Procedures for ordering goods and services.

Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified. Report serious hazards to the Headteacher immediately.

Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules.

To undertake regular checks on alarm systems and fire extinguishers and report any problems arising.

To monitor and record usage of fuel, electricity, water and take meter readings as required.

To make sure all minibuses are checked: log updated, mileage recoded, service/MOT

Approach to Role:

To be highly motivated and committed

Flexible, and able to calmly manage change

Willing to participate in ongoing professional development.

Team Player

Approachable and patient when dealing with planned and unplanned events

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Person Specification



	Essential	Desirable
Qualifications and Experience		
Good numeracy and literacy skill/GCSE in maths and English	X	
Caretaking/site experience in a school or similar		X
Health & Safety IOSH qualification		X
Full UK driving licence	X	
Skills & Knowledge		
IT literate	X	
DIY capability e.g. painting, small repairs		
Knowledge of Health & Safety procedures and precautions	X	
Capable time manager, effective prioritisation, working to deadlines	X	
Excellent and effective face to face and written communication	X	
Personal qualities		
Ability to analyse problems and present coherent, practical and achievable solutions.	X	
Flexibility of approach	X	
Commitment to high standards	X	
Positive, 'see it, sort it' attitude	X	
Willing to ensure Site positively cooperates with all colleagues and visitors	X	

How to Apply



If you are excited by this role and believe you have the values, vision, and expertise to lead our school through this exciting period of development, then we would love to hear from you.

Jo Barker-Platt, Director of People and Culture
HR@aletheiatrue.org.uk
 01474 533 082.

To apply for this role, please visit [MyNewTerm](#)

School Visit Date:

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Closing Date:

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Interview Date(s):

