



St Botolph's
Church of England Primary School

Working at St Botolph's C of E Primary School

Join our Team



For Appointment of:
Site Manager





Headteacher's Welcome

Amy Chitty

Thank you for your interest in the role at St Botolph's Church of England Primary School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

St Botolph's C of E Primary School aims to provide a stimulating and varied programme of education to enable children of all abilities and backgrounds to acquire confidence, knowledge and skills within an environment of the Christian faith and practice, respecting also those from other faiths.

We have strong links with St Botolph's Church and pride ourselves on our Christian ethos and values. The 3 Rs – respect, responsibility and resilience – underpin all that we do, challenging our children's thinking, encouraging them to be valued citizens within our community and beyond. Our Christian values are interwoven into all aspects of school life, ensuring that we provide a safe and nurturing environment in which children can thrive.

As a member of the Aletheia Anglican Academies Trust, we have access to a huge range of expertise and facilities and work within a supportive network.

Our children are delightful; they behave well, have positive community values and are well supported by their parents. Our bespoke curriculum is engaging, focusing on committing learning to the long-term memory by making connections and the learning real. The overall education provided by the school clearly demonstrates that there are consistent systems and routines in place, achievement and progress are good and safeguarding procedures are highly effective.

Being part of the St Botolph's community is a special experience and one which positively shapes lives for the future.

Inspired by Jesus, helping children to become the best they can be.



PROUD TO BE
Aletheia
Academies Trust



Our Vision

"As Jesus fed the five thousand, so we feed our diverse community; serving them practically and spiritually, striving to meet their individual needs. We work to foster a strong sense of belonging, empowering everyone to have faith in themselves and others. By following the example of Peter stepping out of the boat, our staff and pupils will overcome challenges, develop resilience, and grow to be the best they can be. We strive to expand opportunities and widen horizons for all."

At St Botolph's, we pride ourselves on offering our children quality education within a safe and nurturing environment. We continually strive to improve, giving our children exciting classrooms and a dedicated staff team who are always striving to improve. Our most recent Ofsted rated us as 'Good' and our Church School Inspection judged that 'through its vision and practice, the school is living up to its foundation as a Church school and is enabling pupils and adults to flourish. Our curriculum will expand opportunities and widen horizons for all. Our Christian values of respect, resilience and responsibility will foster a strong sense of belonging'.

The St Botolph's Curriculum has been carefully crafted to ensure that all aspects of the National Curriculum are covered and skills embedded. This curriculum also incorporates a wider learning, developing cultural capital and offering enhanced opportunities to the school community. The spiritual, moral, social and cultural development of our pupils and their understanding of the core values of our society are woven through the curriculum. The English curriculum is enhanced using the Power of Reading for writing and Accelerated Reader. The Maths curriculum is delivered using the Maths Mastery planning which enables children to develop their understanding, vocabulary, reasoning and problem-solving skills. We use Understanding Christianity to teach RE using a teaching and learning approach to enable pupils to move from an understanding of the biblical text to an understanding of what this means for Christians. This includes opportunities for pupils to examine and evaluate connections between these ideas and the wider world.

We are continually looking to develop as a school, always seeking new opportunities to further improve the education we offer our children - they are at the heart of all that we do. Staff, children, parents and governors work together for the care of the school within the community, committed to the spiritual, social, moral and intellectual welfare of the pupils.



"St Botolph's has a strong community ethos. Leaders have high expectations and want pupils to excel." - Ofsted



GOOD



Job Description

Job Title	Site Manager
Location	St Botolph's CEP School
Duration	Permanent – From January 2026
Work Hours	6.30-2.30 Mon-Thur, 6.30-2.00 Fri
Reporting to	Head Teacher
Salary	AAT C (5) - £25,252pa
Pension	LGPS



About the Role

An exciting opportunity has arisen for a highly skilled and dedicated Site Manager to join our inclusive and diverse primary school from January 2026. You will work alongside our current Lead Site Manager until February 2026 to ensure a smooth transition into the role, after which they will remain available in an advisory capacity.

Key Purpose of the Role

To be responsible for the security and maintenance of the whole school site and to ensure the school complies with all current legislation relating to site safety and management. To promote and participate in achieving the most efficient and economic use of the school premises, facilities, plant, equipment and materials, working alongside the Trust Operations Team.

1. SITE MAINTENANCE

Responsible for maintaining the site in a good state of repair and appearance including all buildings and facilities, roads and pathways, grounds and gardens.

Principal Tasks

- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works.
- Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services where necessary.
- Maintain the school grounds to a high standard including all fields, lawns and beds; ensure grounds are litter free. Where required, liaise with external contractors to maintain cost-effective schedules.
- Liaise with the Head Teacher and Finance Manager in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact.
- Manage all contractors on site, ensuring that all health and safety and safeguarding requirements are met, monitor their performance and inspect completed work.
- Line manage Assistant Site Manager, including appraisals, organising of daily routines, quality assuring work etc.
- Supervise contracted cleaning staff.
- Undertake routine inspections of the site including daily maintenance checks.
- Maintain computerised record of all regular checks undertaken.
- Responsible for heating and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost saving projects.

Key Responsibilities



- Undertake and document a termly risk assessment of the whole site and other risk assessments / health and safety checks as directed by the Health & Safety Officer.
- Attend meetings when necessary.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these.
- Regularly inspect all drains and gullies for blockages remedying as necessary.
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.
- Follow guidelines for maintenance, eg.hall floor.

2. FIRE AND SECURITY

As a designated Fire and Security Officer, ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary. In liaison with the Head Teacher, ensure regular fire drills are completed.

Principal Tasks

- Oversee the unlocking and locking of buildings at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
- As a primary keyholder, be prepared to attend out of normal working hours if required.
- Monitor traffic on site including adherence to school rules and organisation of drive in-drop off area. Along with the Health and Safety Officer regularly assess and review traffic and parking policy to ensure optimal safety.
- Ensure internal security procedures are adhered to; reporting any issues to the Head Teacher
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff.
- Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs.
- Maintain the Fire Risk Assessment, updating where appropriate and resolving any issues.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g Police, Fire, Gas and Electricity Board.





3. HEALTH & SAFETY

Tasks

- Ensure the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records.
- Participate in the continuing development of robust, transparent health and safety systems and procedures.
- Support health and safety training initiatives and deliver components where appropriate.
- Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary.
- Actively participate in the Health and Safety Committee.

4. COST EFFECTIVENESS

Contribute to the school's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site and to participate in developing community opportunities.

Tasks

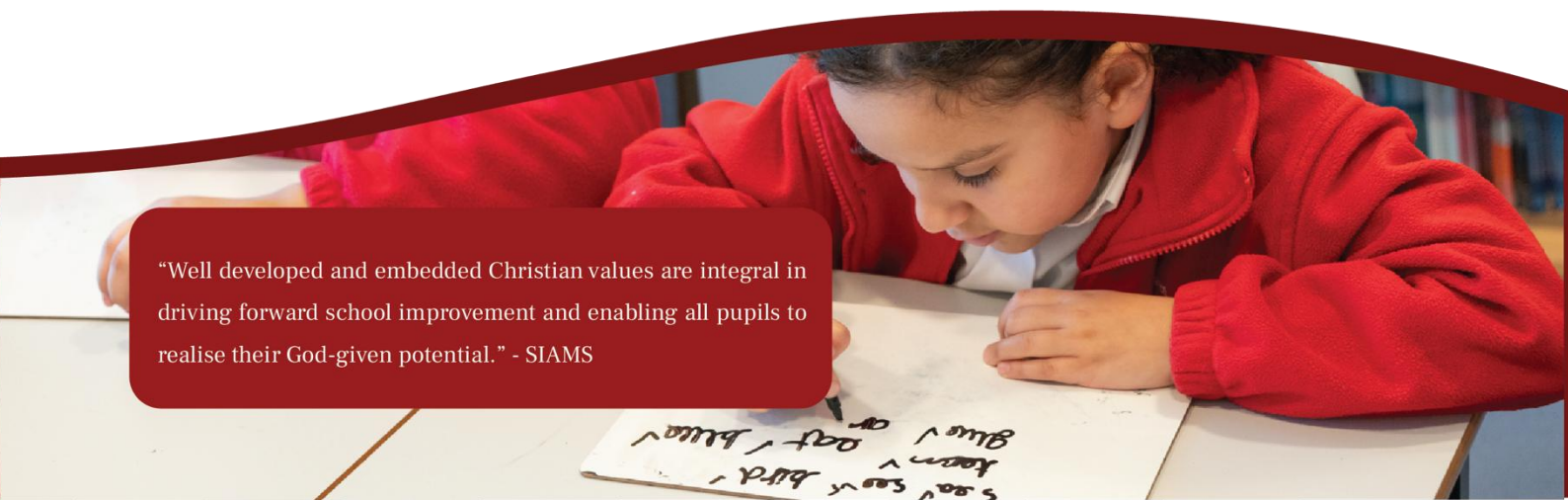
- Manage, schedule, and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed advising senior management in order to ensure the most economical use of fuel and water.
- Participate in the day to day operation of the dining facility working closely with the external catering management team to ensure efficient and safe systems are in place.

5. PORTERING

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected.

Tasks

- Transfer goods and materials delivered to the school to appropriate locations around the school site; assist with assembly of goods received where necessary and report any defects.
- Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events, dining hall and so on.
- Supervise and assist with the erection and dismantling of temporary structures such as the school marquee / gazebos as required.



"Well developed and embedded Christian values are integral in driving forward school improvement and enabling all pupils to realise their God-given potential." - SIAMS



6. CLEANING and WELFARE

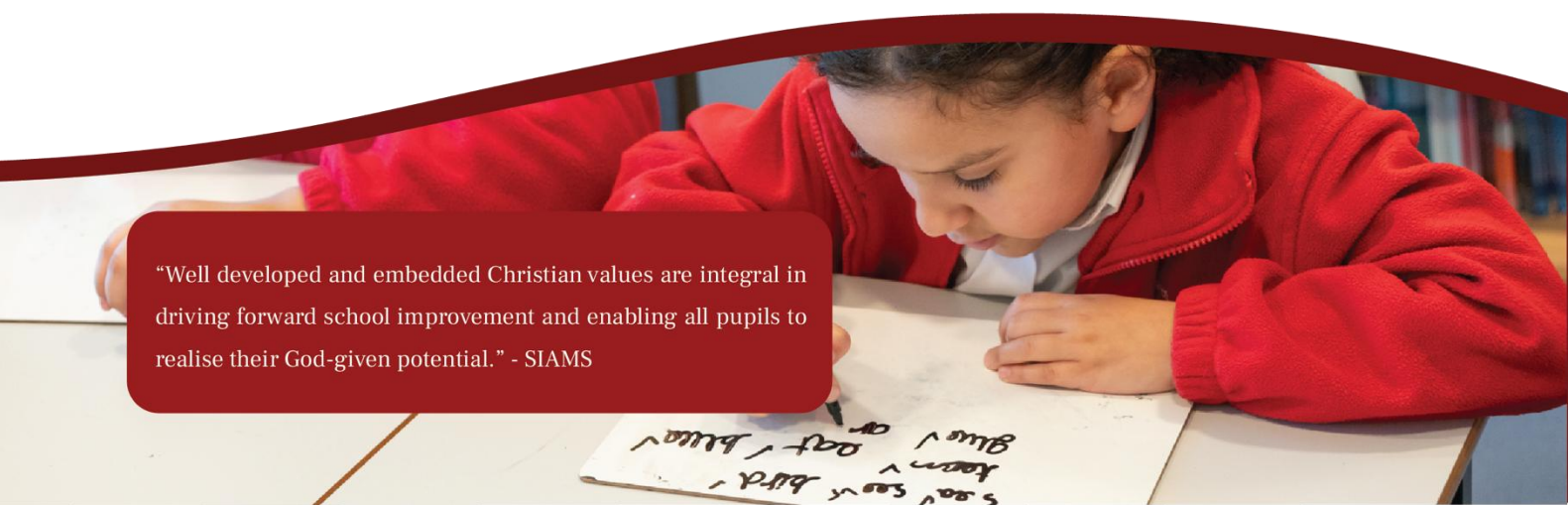
Participate in and ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

Tasks

- Main point of contact for cleaning staff.
- Ensure high standards are maintained, operatives efficiently employed and value for money achieved.
- Manage refuse and recycling procedures and ensure relevant staff are aware. At least half-termly clean all bins to keep hygienic and deter pests and rodents.
- Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds.
- Assist with cleaning duties when necessary.
- Monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items; working with the Cleaner in Charge and other cleaning staff to ensure effective replenishment.

7. CPD

- To attend relevant courses to keep up to date with issues and initiatives.



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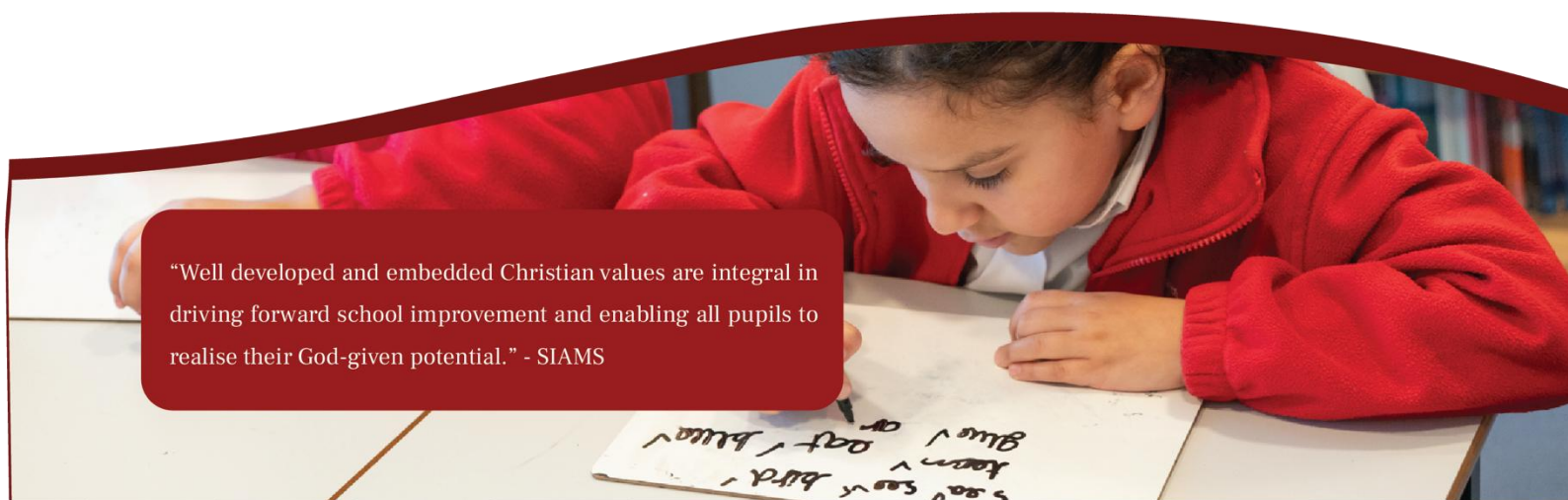
Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

To ensure:

- Policies are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated safeguarding leads and other staff to discharge their responsibilities, including taking part in inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about unsafe practice regarding children and such concerns are addressed sensitively and effectively in a timely

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Acting Headteacher.



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Qualifications and Experience

Good numeracy and literacy skills in maths and English
 Caretaking/site experience in a school or similar
 Health and Safety IOSH qualification
 Full UK Driving Licence

E D

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 X X
 X

Skills and Knowledge

IT literate
 DIY capability, eg painting, small repairs
 Knowledge of Health and Safety procedures and precautions
 Capable time management, effective prioritisation, working to deadlines
 Excellent and effective face to face communication

X
 X
 X
 X
 X

E – Essential, D - Desirable

Personal Qualities

- Ability to analyse problems and present coherent, practical and achievable solutions.
- Flexibility of approach.
- Commitment to high standards.
- Positive 'see it, sort it' attitude.
- Work well as part of a team, with all colleagues and visitors.

All Essential Criteria

E = Essential

D = Desirable

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

Kim Barton, Office Manager
office@st-botolphs.kent.sch.uk
01474 365737

To apply for this role, please visit MyNewTerm:
<https://mynewterm.com/jobs/141579/EDV-2025-SBCEPS-97850>

School Visit Dates:

Please contact the School Office
.....

Closing Date:

Midday Friday 24th October 2025
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Interview Date(s):

Week commencing 3rd November 2025



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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