



School Site Manager – job description

JOB TITLE:	SCHOOL SITE MANAGER
REPORTS TO:	School Business Manager
START DATE:	Monday 24 th August 2026
WORKING TIMES:	15 hours per week all year – term time plus 3 weeks Daily hours: 7am – 10am

Some flexibility will be required within working times to meet demands of the site when required.

SALARY: KR7 - FTE £27,852 – actual salary £10,255.64

JOB PURPOSE:

To be responsible for all aspects of site management, reporting to the Headteacher and School Business Manager (SBM) and to ensure that the internal and external school premises are safe, clean and presented to a high standard at all times.

Key Responsibilities

- Making the school a clean, healthy and safe and secure environment for all.
- Maintaining and developing the school's premises and grounds.
- Developing and implementing rolling programmes for repairs and maintenance within agreed budgets, ensuring value for money.
- Maintaining the school's lettings programme in accordance with the Lettings Policy. Working with the School Business Manager to develop the Lettings programme to maximise income and encourage community cohesion. Liaising with Hirers to ensure requirements are met.
- Ensuring the school complies with Health and Safety requirements and that all services meet with legislative and best practice guidelines, including a schedule of safety/fire checks and risk assessments.
- Inspecting grounds maintenance and associated contracts; and to ensure high standards of caretaking/cleaning/refuse collection are maintained within and around the school.
- Ensuring the inspection, monitoring of the building cleaning standards and cleaners'/contractors' performance.
- Liaising with suppliers and order caretaking, cleaning and DIY supplies, negotiating best value and ensuring adequate supplies are maintained, as appropriate. Manage own budget and provide regular reports to /Business Manager.
- Ensuring security procedures for school buildings and grounds in accordance with Trust policy.
- Liaising directly with contractors, planning officers, architects, surveyors etc. as required.
- Take suitable measures as he/she deems necessary to ensure the protection of the school.

- Carrying out any other reasonable site tasks as directed by the Headteacher or School Business Manager to ensure the safe environment for the students, staff and visitors.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Some lifting of heavy loads is required, subject to appropriate manual handling requirements.

Variety of internal and external work throughout the year.

Other

- Perform other ad hoc duties and assignments as may be determined by the Headteacher and the SBM
- Partake in relevant training and development as required by the Headteacher and SBM.

Person Specification

- Knowledge and understanding of all issues relating to site management.
- A proven record of taking pride in a school site, ensuring it looks welcoming and tidy, showing the school at its best.
- Ability to undertake a range of caretaking duties, and ensure an adequate standard of cleaning service is provided by our external cleaning contractors.
- Ability to identify work priorities and manage own workload, ensuring that lower priority work is kept up to date.
- Experience of keeping detailed work records (preferably using ICT) and using e mail.
- Experience in specialist building maintenance work in one or more areas e.g. carpentry, plastering, glazing, plumbing, electricity etc. within the reasonable capacity of a normal handy person
- Experience of working with a range of contractors.
- Experience of designing and managing a rolling programme of maintenance.
- Experience in handling the various tools and equipment required for maintenance work.
- Experience of managing cleaning, security and grounds maintenance services.
- A sound understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment
- Ability to act on own initiative, dealing with any unexpected problems that arise.
- Ability to demonstrate good inter-personal skills to communicate with a range of people
- Ability to negotiate best prices with suppliers
- Ability to direct, inspect and record the work of contractors.
- Ability to work effectively and supportively as a member of the school team
- A commitment to continued professional development
- Willingness to maintain confidentiality on all school matters
- Effective and persuasive communicator both verbally and in writing.
- Tact and diplomacy in all interpersonal relationships with the public, pupils, colleagues at work.
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

Guidance Notes for Applicants

Applications

Please send your completed application form to recruitment@bishopchavasseschool.org.uk or to Recruitment, Bishop Chavasse School, 2A Baker Lane, Tonbridge, Kent TN11 0FB.

We encourage you to visit or arrange a telephone call at our school before you apply; please email the school office to book a mutually convenient time: recruitment@bishopchavasseschool.org.uk or telephone 01732 676040.

We look forward to receiving your completed application form.

Start date

This post is offered to start on Monday 24th August 2026.

Position

This is a fixed term position for the school year 2026-27, term time plus three weeks (39 weeks a year plus 5 INSET days).

Application Form

It is imperative that the application form is completed in full and where possible, electronically signed. As you will be submitting your application form electronically, you will also be asked to sign the form should you be invited to interview. Submission of an electronic application, whether signed or unsigned, will be considered to be a declaration that the form is complete and accurate.

Supporting Statement

The application form asks for a statement in support of your application.

The selection panel will look to see how well you have focused your application on the school and the Trust's overarching vision and we would strongly encourage you to share with us what drives and motivates you as an individual, particularly in respect of your own teaching experience, and how you would apply this in the context of a brand-new school.

In addition, it will be important to relate your skills and knowledge to the person specification with supporting evidence that demonstrates how you meet the range of criteria.

Referees

As part of our commitment to Safer Recruitment practices we will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post, and will always ask employers to comment on an applicant's suitability to work with children. If you have been employed in your present school for less than three years, the governing body may wish to seek further supporting information from your previous employer(s).

Qualifications

If you are invited to interview you will be asked to bring documentary evidence of your relevant qualifications (excluding GCSE, "O" and "A" levels).

The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved any other professional qualifications or SEN qualifications, please bring copies of these certificates to the interview for checking.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer.

This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Childcare Disqualification Regulations 2009

Teachers working regularly with pupils in Year R are covered by the Childcare Disqualification Regulations 2009.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate may be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations.

If the preferred candidate is found to be disqualified under the 2009 Regulations, the offer of employment may be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

Full guidance from the Department for Education about the Childcare Disqualification Regulations, the posts to which the regulations apply, and the criteria for disqualification can be found at: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- A full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- A full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)