



Recruitment Application Pack

Springfield Primary School

Site Manager, 37 hours per week, permanent position, 52 weeks per year.

Monday to Friday 6.00am – 10.00am and 2.50pm – 6.15pm (with some flexibility).

Salary: Grade E, Point 10– 14, Pay Scale £27,694 - £29,540 pro rata (pending NJC pay award).

Starting date: As soon as possible

Closing Date: 12 noon, Friday 5th June 2026 at noon.

Interview Date: To be confirmed.



Dear Candidate

Thank you for showing an interest in the role of Site Manager at our school. An exciting opportunity has arisen to appoint a hardworking Site Manager to be responsible for the maintenance and security of our school. This is a key role in ensuring our school environment is safe, secure and welcoming for all. We are looking for a candidate who will strengthen the team, who has good communication skills and can work with a range of different stakeholders and a range of special educational needs.

Alongside our inclusive mainstream provision, Springfield has an Enhanced Resource Facility, which provides specialised provision for children with communication and interaction difficulties, such as Autism Spectrum Disorder.

We aim to promote a love of learning and use our extensive school grounds to facilitate this, whilst also incorporating the use of our Forest School area to support mental health and wellbeing.

Our schools are part of the Odyssey Collaborative Trust. Our Trust is committed to supporting and delivering education of the highest quality across the trust. Each of our schools is unique, and has their own vision and values in order to provide our children with the opportunities they deserve.

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team.

We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards

David Blackwell
Headteacher
Springfield Primary School

About the school

Everyone involved at Springfield works very hard to make the school a happy and safe place for the children to flourish and grow. We aim to provide our children with the skills that they will need to reach their full potential. We believe in traditional values but we are always aware that we are preparing the children for today and tomorrow. Our emphasis is on teaching children how to improve their own learning and developing skills to live harmoniously with others.

The primary phase of education is one of the most important in a child's learning journey and at the centre of their future development. It is a time when we aim to nurture in children, a lifelong love of learning. In leading children on this journey, we pride ourselves on making the route fun and, exciting. We are very proud of all our children and staff.

Our School Vision and Aims are based on the outcomes of the Every Child Matters agenda and promote the developing of skills and attitudes needed to become successful adults in the 21st century.

We also recognise the need to prepare our children for life in a rapidly changing world, where an understanding and tolerance of other people is so necessary.

- Develop an outstanding school of choice that will be a recognised example of success for others in the City of Derby, with strong partnerships within education and across the wider community
- Educate children to become health-conscious adults who make reasoned, informed choices, enjoying good physical and mental health.
- Ensure the safety and well being of all members of the school community and develop an ethos of caring and collective responsibility for every individual.
- Achieve very high standards across the curriculum, through learning that is enjoyable and relevant, helping every child realise their full potential.
- Encourage children to take advantage of opportunities and be active participants in their education and the local community, developing self-confidence and promoting positive behavior.
- Develop a love of learning, equipping the children with the skills needed for life and raising the aspirations of the pupils in the school.
- Enrich the experiences of our pupils, to enable them to live their lives harmoniously in a multi-cultural and inclusive environment, with a respect for diversity.

Employee Benefits

Springfield Primary School has a supportive working culture which is designed to support our employees. Together, we share a mission to improve educational standards, and work in collaboration to deliver on our goals. Above all, we understand that we all benefit from creating a working environment in which teachers and education support professionals feel valued and able to derive satisfaction from their work.

As part of this we:

- Recognise the importance of employee wellbeing, mental health and a managed workload, and the place that wellbeing plays in the recruitment and retention of employees.

- Encourage employees to undertake training and development including apprenticeship opportunities, and where appropriate, to explore new challenges within the Trust. Professional development is central to the annual professional performance review framework.
- Are open to ideas which help to improve the employee experience and encourage the sharing of good practice between schools.
- Are clear about our expectations of employees and offer a transparent and supportive working culture in return.
- Conduct regular employee wellbeing surveys and review feedback to celebrate our successes and monitor areas for improvement.
- Promote professional development including secondment options and opportunities for career development across our family of schools.
- Provide a Trust Newsletter and employee wellbeing updates.
- Provide guides to managing stress, support for symptoms of menopause and domestic abuse
- Recognise the importance of mental health champions in our schools and the provision of mental health training for managers.

At Springfield we offer a range of employee benefits, we believe that by involving, developing and valuing employees and by supporting them to look after their wellbeing that our employees feel a sense of belonging to our school.

Workplace

Springfield offers free on-site secure parking and safe cycle storage.

We have a warm and friendly staffroom where you can help yourself to tea, coffee and whatever you need to brew the perfect cuppa at no cost to you.

A long service award for employees who have reached the goal of 25 years' service across one or more of our schools.

Wellbeing

Occupational sick pay: For those times when you are not well enough to be with us, we provide occupational sick pay to help you financially.

Eye care and Flu jabs: As a valued employee, you can claim reimbursement for an eye test for regular Visual Display Users (as defined by HSE), claims are limited to one claim per 12-month period.

Occupational health: We work with an occupational health provider to ensure that employees are safe and well in the workplace and that we are providing wellbeing support for employees wherever we can. Counselling and other therapies can also be secured through occupational health for employees where needed. Where our employees are unable to work for health reasons and meet specified criteria, we support applications for ill health retirement under the LGPS and TPS. For further information please visit their website; [Home - Schools UK](#)

Shopping discounts

Discounts for Teachers, Cycle to Work scheme, Blue Light Card and Uni Days provide a variety of benefits and money saving opportunities for all Springfield employees.

Application Details

We are looking for a hardworking Site Manager to join our team here at Springfield Primary School. They will be responsible for the maintenance and security of our school. This is a key role in ensuring our school environment is safe, secure and welcoming for all. We are looking for a candidate who will strengthen the team, who has good communication skills and can work with a range of different stakeholders and a range of special educational needs.

At Springfield we value every individual and put our children at the heart of everything we do. If you think this sounds like you then come and visit us to see for yourself. We would recommend you arrange a visit to see the school, visits are available on request, please phone or email to book your appointment. Find out if we're right for you! Please email c.goodwin@springfield.odysseyct.org.uk

Odyssey Collaborative Trust is committed to safeguarding and promoting the welfare of children. We follow safer recruitment procedures and will require an enhanced DBS clearance and references from current and past employers. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Springfield Primary School, which clearly demonstrates your suitability for this role. Applications can be submitted via email to c.goodwin@springfield.odysseyct.org.uk, Site Manager Application in the subject line, or by post, for the attention of Clair Goodwin, to the following address: Springfield Primary School, West Road, Spondon, Derby. DE21 7AB

Wherever possible, please provide work email addresses for your referees.

Closing Date

Please ensure your application form arrives by 12 noon, Friday 5th June 2026.

Interview date is to be confirmed.

General Data Protection Regulation Our privacy notice can be found at <https://www.odysseyct.org.uk/gdpr/>

Springfield Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education.

We are committed to equality of opportunity in employment and services

Springfield Primary School is part of the Odyssey Collaborative Trust

All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

Equal Opportunities

Odyssey Collaborative Trust welcomes applications from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

Job Description: Site Manager

Salary: Grade E

Responsible to: School Business Manager

KEY PURPOSE OF THE JOB

- To provide an efficient and effective site management service to the school and to be responsible for the maintenance and security, promoting a safe and welcoming environment that reflects pride in the appearance of the buildings and grounds.

MAIN ACTIVITIES

- Ensure all site practices support safeguarding procedures and maintain a safe environment for pupils, staff, and visitors.
- Undertake the opening and lock up of the school and maintain a high security procedure
- Manage the cleaning staff, ensuring a high standard is maintained and provide cleaning assistance if necessary. Where contract cleaners are in place, report any areas of concern to the SBM.
- To liaise with the maintenance company to achieve the efficient operation of all facilities on the premises
- Undertake minor maintenance and DIY
- To operate the heating, lighting etc
- Maintain accurate records of all statutory checks and ensure documentation is audit-ready at all times.
- To report major items for repair to senior staff
- To oversee some contractors and deliveries on site
- Undertake any other appropriate duties as assigned by senior staff
- To maintain the School Inventory, excluding IT equipment

PRINCIPAL ACCOUNTABILITIES

PREMISES

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
2. Daily site checks internally to include walk around the whole school site checking that the buildings are well organised, safe and maintained for all stakeholders.
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
4. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
5. Maintain an ongoing schedule of polishing the hall floor, deep cleaning in school holidays and painting and decorating across indoor and outdoor spaces of school.
6. Provide access to premises and arrange emergency repairs out of school hours.
7. Undertake general porter duties, including moving furniture and equipment within the school in a timely manner.
8. Collect and assemble waste for collection.
9. Facilitate lettings and carry out associated tasks, in line with local agreements.
10. Undertake cleaning as instructed during the school day.

11. Operate the use of domestic and industrial cleaning equipment and materials following appropriate training.
12. Be flexible with working hours, starting earlier or finishing later if required.

GROUNDS MAINTENANCE

1. External daily site check to include emptying of external bins and litter picking of the whole site to ensure that the site looks welcoming and well maintained.
2. Act as a designated key holder for the school premises.
3. Undertake minor repairs to the outside spaces across school
4. Maintain the grounds between contractor visits e.g. pruning, weeding and leaf clearing to ensure that the site looks welcoming and well maintained.

HEALTH AND SAFETY

1. Maintain the health & safety records and attend H&S inspection audits meetings with external contractor 3 times per year alongside the SBM.
2. Ensure all relevant health & safety legislation including School / Trust policies and protocols are adhered to.
3. Store allocated equipment and chemicals safely and securely in line with COSHH regulations.
4. Perform duties in line with health and safety and take immediate action where hazards are identified through the agreed system and report serious hazards to Head teacher or SBM immediately.
5. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (PAT testing), including Asbestos management plan, legionella, electrical and fire safety regulations (including fire drills) ensuring compliance with regulatory requirement of all times.
6. Oversee onsite maintenance contractors, checking that work is undertaken to required standards and within required timescales.
7. Attend / complete any training courses identified as being relevant to the post.
8. Ensure safe pedestrian access to the school such as clearing snow and gritting as necessary.

ADMINISTRATION

1. Monitor and arrange regular statutory maintenance and safety checks ensuring these are carried out as per yearly schedule including asbestos and health and safety procedures.
2. Maintain the Site and Maintenance schedule with all statutory checks, appointments and jobs through Microsoft Teams.
3. Meet half termly with the SBM to discuss H&S across school and maintenance of building and grounds.
4. Monitor stock, source supplies and submit orders for processing to the school office and SBM in a timely manner.
5. Receive deliveries to the school site in and out of school hours, checking and signing off against a delivery note or original order and passing paperwork to the SBM in a timely manner.
6. Meet regularly with the property advisor with SBM.
7. Undertake any other appropriate duties as assigned by senior staff.

KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by adhering to:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection and confidentiality legislation
- At all times operating within the school's Equal Opportunities framework
- Contributing to the maintenance of a caring and stimulating environment for pupils
- All policies, procedures, working practice and regulations including safeguarding

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such convictions.

EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of and in compliance with Odyssey Collaborative Trust Equal Opportunities Policies.

Signature of Post holder:

Signature of Headteacher:

PERSON SPECIFICATION

Springfield Primary School	Grade: E
Job Title: Site Manager	Date Prepared: May 2026

A I T shows how the job criteria will be assessed – A = Application, I = Interview, T = Test

EXPERIENCE:			
Essential Criteria:	AIT	Desirable Criteria:	AIT
<ul style="list-style-type: none"> • Experience in Buildings Maintenance • Awareness / experience of working in an appropriate environment working with Health and Safety and Security • Confident use of IT systems to manage compliance records, communication, and reporting • Practical experience of supporting risk assessments and site inspections • Experience of supervising staff and monitoring the work of others to ensure standards are met and work is carried out efficiently 	 AI AI AI AI AI	<ul style="list-style-type: none"> • Previous experience of carrying out practical tasks and repairs. • Experience in an educational setting • Experience of providing support to other staff • Experience of coordinating or overseeing contractors on site 	 AI AI A
Safeguarding:			
Essential Criteria:	AIT	Desirable criteria:	AIT
<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults • Upholding school policies and procedures in relation to safeguarding and/or child protection 	 AI AI	<ul style="list-style-type: none"> • Experience of child protection / safeguarding with up to date training or willingness to undertake training 	 AI
QUALIFICATIONS:			
Essential Criteria:	AIT	Desirable criteria:	AIT
<ul style="list-style-type: none"> • Evidence of a range of recognised Health & Safety qualifications • Previous experience of carrying out practical tasks and repairs 	 A A	<ul style="list-style-type: none"> • NEBOSH Certificate • IOSH – ‘Working Safely’ or ‘Managing Safely’ • Basic IT, Literacy and Numeracy qualification 	 A A A

		<ul style="list-style-type: none"> Risk assessment experience / qualification 	A
SKILLS AND KNOWLEDGE:			
Essential Criteria:	AIT	Desirable criteria:	AIT
<ul style="list-style-type: none"> Broad knowledge of current H&S at work legislation and COSHH Ability to communicate effectively at all levels 	AI I	<ul style="list-style-type: none"> Knowledge of operation of mechanical / electrical equipment 	AI
OTHER FACTORS:			
Essential Criteria:	AIT	Desirable criteria:	AIT
<ul style="list-style-type: none"> Ability to respond positively to and relate to site users and work colleagues Good attendance record 	AI AI		
PERSONAL QUALITIES:			
Essential Criteria:	AIT	Desirable criteria:	AIT
<ul style="list-style-type: none"> Belonging to the wider school ethos Flexible approach to the needs of the site/location and able to respond to fast changing circumstances Working as part of a wider team Reliable, responsible and professional at all times Remain calm in challenging circumstances Ability to manage own time effectively and demonstrate initiative, prioritising and problem solving Able to respond effectively to urgent site issues and emergencies 	AI IT AI AI AI AIT		
JOB CIRCUMSTANCES:			
Essential Criteria:	AIT	Desirable criteria:	AIT
<ul style="list-style-type: none"> Willing to undertake further training Able to occasionally work flexibly to respond to emergencies 	AI AI		