



Job Application Pack Asterdale Primary School

Site Manager

Contract Type: Permanent

20 hours per week – 7am-11am, Monday-Friday (with some flexibility) 52 weeks per year

Salary: (Grade E) Scale 10-14 - £26,835 - £28,624 pro rata

Closing Date: Weds 24th June

Interview Date: TBC

Start Date: As soon as possible

Together We Can...

Welcome Letter from John O'Leary
Head Teacher of Asterdale Primary School

Dear Candidate,

Thank you for showing an interest in the role of Site Manager at our amazing school.

This is an exciting opportunity for a dedicated individual to make a real difference to our pupils at Asterdale. We are looking for a candidate who will strengthen our team, who has a good communication skills and will have our children's best interests at heart.

Asterdale is a small school with a big heart - located in Spondon, Derby. We are a well-established and popular school in our community. Asterdale is a school currently on a rapid improvement journey, which makes it an exciting time to join our team.

Our school vision centres around 'everyday excellence' - we aspire to deliver the highest possible standards in all aspects of our work. As a school, we are ambitious for all and uphold that every child can and will achieve their best through our school shared ethos of 'together we can'. Together, we achieve excellence by striving to always be at our best.

Our 'everyday excellence' mission recognises that every child can grow and succeed through adopting positive attitudes to learning and striving for excellence every day. Our school 'Asters' values underpin this further too, in supporting our learners to apply themselves as excellent pupils with high aspirations.

Our school is part of the Odyssey Collaborative Trust. Odyssey is committed to supporting and delivering education of the highest quality across the trust with one shared vision: 'Our Children Thrive – Our Colleagues Thrive – Our Community Thrives'.

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 together with you in furthering your own professional journey to excellence.

Best regards

Mr John O'Leary

Headteacher



Job Description – Site Manager

Application Details

KEY PURPOSE OF THE JOB

- To provide an efficient and effective caretaking/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

- 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
- 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
- To complete various safety checks, e.g. COSHH across the whole school
- 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

Visits are positively encouraged. Please phone or email to arrange a mutually convenient appointment. Find out if we're right for you!

Contact the School Office 01332662323 or email admin@asterdale.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 the pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please submit your application form and also provide us with a covering letter (no longer than 2 sides of A4) which details your skills, attributes and experience in relation to the role. These can be emailed to vacancy@asterdale.odysseyct.org.uk or post your application: FAO: Mr O'Leary (Headteacher), Asterdale Primary School, Borrowash Road, Spondon, Derby, DE21 7PH

Closing Date

Weds 24th June 12 noon

Job Purpose

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 craftsperson) 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. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
2. 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.
3. Act as a designated key holder for the school premises.
4. Undertake minor repairs to the outside spaces across school
5. 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.



Person Specification

Section: Asterdale Primary School	Grade:E
Job Title: Site Manager	Date Prepared: May 2025

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 • Experience of using basic IT packages to record information and produce reports • 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 	 AI AI A
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 • Risk assessment experience / qualification 	 A A A 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 and reliability 	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 and responsible Remain calm in challenging circumstances Ability to manage own time effectively and demonstrate initiative, prioritising and problem solving 	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		

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