

Captain Cook Primary School

Site Manager

Pay Scale: 11-14 £23,958 -£25,149

Contract: Permanent 31.5 hours per week.

Required as soon as possible

Hours of Work: Monday to Friday,

7:00am - 9:30am & 2:30 pm until - 6:15 pm

www.captaincookprimary.co.uk

Telephone 01642 315254



We are looking to appoint a skilled, committed, organised and caring Site Manager to join our vibrant, successful & supportive school.

The successful applicant must:

- have experience in maintenance repairs / handyperson duties
- have unwavering standards of excellence
- have experience in maintenance of outside areas
- have excellent organisation and communication skills
- be committed to keeping children, staff and all members of our school community safe
- be passionate about pupil and staff well-being
- have basic IT skills

If this sounds like you and a role that you would enjoy, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Captain Cook Primary School however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are also available from the School Office . All completed application packs must be returned directly to the school to Mrs L Acheson, Head Teacher
admin@captaincookprimary.co.uk

Visits to the school are encouraged.

Closing Date: Monday 24th November 2025

Shortlisting: Tuesday 25th November 2025

Interviews: Tuesday 2nd December 2025



JOB DESCRIPTION

POST:	Site Manager
GRADE:	11-14 £23,958-£25,149
RESPONSIBLE TO:	School Business Manager & Head Teacher
STAFF MANAGED:	None
JOB PURPOSE:	To ensure a high standard of accommodation for the children and staff of the school, through ensuring safety checks, cleaning and maintenance are completed.
ACCOUNTABILITIES / RESPONSIBILITIES	
Main Responsibilities	Post holders working to this job description may undertake any of the following main duties and responsibilities (but not necessarily all of them). • Carry out minor maintenance repairs / handyperson duties in and around school buildings and premises and to school equipment as instructed, for example; changing fuses, minor boiler repairs (in line with training provided), removal of graffiti both inside and outside of building, replacing missing screws, oiling doors, replacing door and toilet handles, maintenance and replacement of light bulbs, repairing and preparing paintwork and carrying out painting duties in and around school when necessary, boarding broken windows, unblocking drains, guttering, grates and school toilets, replacement of broken locks / bolts, removal of rubbish and debris – excluding contractor debris, repairing school furniture as required, erection and repair of shelving, notice / display boards, hanging of pictures (please note that this list contains examples only and is not exhaustive). • Carry out duties as required during the operational hours of the day including checking to ensure school grounds are clear of litter and other harmful materials (hypodermic needles, glass, toxic chemical bottles, and animal foul). Covering cleaning duties in times of cleaning staff absence. • Conduct and record regular testing of alarms in school building(s) including Fire Alarms and Security Alarms. • Ensure that all firefighting equipment is regularly maintained and that unrestricted access is available to this equipment and to all fire exits. • Ensure that all COSHH assessment forms and registers are fully completed and filed and that all hazardous equipment is stored away safely. • Carry out all daily, weekly, monthly, termly, 6 monthly and annual checks, for example, Legionella, weekly flushing of little used outlets, ladder safety checks etc. • Utilisation and regular monitoring and execution of tasks on the Trust electronic compliance system (training will be given). • Maintenance of outside areas of the school grounds including ensuring that all areas are clear of tripping and falling hazards and where evident offending items are removed or protected in line with health and safety standards. This may include the trimming of overhanging branches / trees that may cause potential

problems for service users, replacement of outside lighting, and replacement of cracked paving stones.

- Ensure that school walkways and designated play areas are clear of snow and icy patches in poor weather, in line with school policy.
- Advise contractors on site of school health and safety procedures when carrying out work. Liaise and work with contractors during term time or school holidays for any annual maintenance on site that is due to be carried out.
- Undertake and update energy efficiency records in line with the school policy and procedure (including water, electricity and gas as appropriate).
- Maintenance of the heating and water system as required including the reporting of major repairs to contractors / service providers as appropriate.
- Ensure that the building is heated to a satisfactory standard and adjust heating levels according to seasons and holiday periods.
- Checking, safekeeping and ordering (where appropriate) of school supplies relating to building cleaning, maintenance and security items.
- Must be available to open and close the school for of any lettings organised by the school, (either during term time or school holidays on week evenings or on a weekend, including the setting out of any equipment and / or furniture as required by clients.
- Responsibility for the security of the school building(s) and their contents including the opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly.
- Responsibility of key holder for school and undertake associated call-out duties on behalf of the head teacher on a 24 hours basis. For example, initial response to fire and intruder alarms and take necessary emergency measures to ensure the school building(s) is / are secure.
- Portage of supplies and deliveries made to the school and the movement of large items around the school as directed by other school staff. Including, when necessary, co-ordination and control of onsite car parking for goods vehicle deliveries.
- Work with and in co-operation with cleaning staff / contractors during school holidays to undertake 'deep' cleaning of school, for example varnishing / painting floors, cleaning windows.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

	• Contribute towards the ethos of Captain Cook Primary School. • Work closely with Office Staff. • To undertake any other tasks that may be required from school staff. • To comply with wider Trust policies and procedures as well as Health and Safety policies, organisations statements and procedure, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
Safeguarding and Promoting the Welfare of Children/Young People	• Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate.
Lingfield Education Trust	• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i> PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY. The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post will be based in Captain Cook Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.
Date of Issue:	November 2025

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

PERSON SPECIFICATION – Site Manager

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge & Experience • At least 1 years practical experience in building maintenance, heating, ventilating, electrical or similar work (AF,R,I) • Experience in the application of Health and Safety legislation (AF,R,I) • Experience of cleaning in contract / industrial setting / environment (AF,R,I)	• Caretaking experience at a school setting and knowledge of school policies (AF,R,I) • Experience of serving lettings (AF,R,I)
Skills • Ability to respond to changing priorities (AF,R,I) • Ability to work on own and prioritise own work load (AF,R,I) • Ability to communicate effectively both verbally and in writing to other school staff (AF,R,I) • To be able to complete routine reports and paperwork. Willingness to undertake training and attend courses. (AF,R,I) • Competence in IT (AF,R,I)	• Manual Handling experience and training (AF,R,I) • Ladder Safety training and experience (AF,R,I)
Personal Attributes • Flexible approach to working arrangements in line with the duties of the post (AF,R,I)	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed (AF,R,I)	
Qualifications	To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline (AF,C)
Personal Qualities - Capacity for independent travel in line with the duties and requirements of the post (AF,R,I) - Motivation to work with children (AF,R,I,D) - Ability to form and maintain appropriate relationships and personal boundaries with children (AF,R,I,D) - Suitability to work with children (D) - Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline (AF,R,I,D)	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references

