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ACHIEVE.



CALDEW
SCHOOL

WHERE EVERY STUDENT
IS SUCCESSFUL TODAY
AND PREPARED
FOR TOMORROW.

POST AND APPLICANT INFORMATION.

SITE MANAGER

Salary: £15459.15 - £15968.27
OP7i Grade 7 NJC 12/14
Hours: 20 hours per week
Contract Term: Temporary 1 year
Weeks: Full Year
Start date: As soon as possible (further to appropriate recruitment clearance)

Closing date: Midday 28 September 2026
Interview date: 01 October 2026

PURPOSE OF THE ROLE:

At Caldew, the Site Management team plays a vital role in ensuring that the school estate is maintained to the highest standards to ensure that the facilities available promote a high quality environment for learning for all service users. The role involves working as part of an established team under the guidance of the Estate Manager. You will have contact with the Senior Leadership Team, school staff and external contractors as we strive to create a safe, inclusive, and supportive school environment where all students can thrive.

SAFEGUARDING STATEMENT:

Caldew School is committed to the protection and safety of its pupils and expects all staff and volunteers to share this commitment. An online search will be carried out for shortlisted candidates. The successful applicant will be required to undertake a criminal record check via the DBS. Our safeguarding policy can be found at:

caldew.cumbria.sch.uk/our-school/policies-documents/

EQUAL OPPORTUNITIES STATEMENT:

We are an equal opportunity employer. We want to develop a more diverse workforce and we welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. We are committed to employing disabled people making reasonable adjustments to support applicants when required

APPLICATION PROCESS:

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification

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Short listed applicants may be screened prior to interview by checking social media. The purpose of this is to ascertain if the applicant demonstrates behaviour that is suitable for employment in a school environment. References will be requested prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

JOB DESCRIPTION:

KEY RESPONSIBILITIES:

To be responsible for the effective supervision, security and operation of the school premises.

Key Tasks

- Security of premises and key holding.
- Ensuring the satisfactory heating of the premises and the economic use of fuel for heating purposes.
- Replacing (to a safe height) electric lamps and tubes.
- Porterage duties.
- Laying out, clearing and stacking furniture.
- General handyperson duties.
- Replenishment of supplies in toilets.
- Planning and preparing for FE, Community and other after hours use as and when decided by the Head and Governing Body – subject to reasonable notice being given.
- Making arrangements for emergency maintenance outside normal office hours.
- Reporting defects to responsible person.
- Electrical appliance testing via a simple go/no go tester.
- Regular gas/electricity/water meter readings or equipment checks.
- Cleaning of external areas eg leaves – seasonally or litter/broken glass – daily as needs arise
- Treatment of pathways and steps with salt, grit and sand during periods of ice and snow.
- Clearing of drains and gulley's; cleaning of kitchen/refectory grease traps.
- Collecting litter from high fire risk areas.
- Checking of emergency exit doors – ease of opening.
- External inspection of buildings from ground level, looking for early warning of problems with rainwater spouts etc.

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- Building maintenance tasks
 - a. Checking (to a safe height) spouts and downspouts
 - b. Clearing outlets on single storey flat roofs where there is internal access
 - c. Minor maintenance of site fencing
- Cleaning of specialist areas e.g. boiler rooms, stoves and (for schools with a total floor area of 45,000 sq ft and below) toilets.
- Order and arrange purchase of cleaning materials
- Minor painting and decorating.
- Liaise with contractors and be available for duty, accepting responsibility during periods when contractors and suppliers need to be on site – subject to reasonable notice being given.
- Obtain quotations for rolling programmes such as painting and decorating.
- Monitoring standards of internal cleanliness of buildings by reference to cleaning specification; reporting unacceptable cleaning standards to the Estate Manager.
- Be responsible for and supervise lettings, ensuring that equipment is set out and cleared away and that the buildings are secure.
- When required, take minibus bookings, check the minibus tyres/fuel/water and drive the minibus if required.
- Attend meetings with staff and governors as required.
- Other duties in support of the school as decided by the Headteacher

General

- Attend staff briefing/meetings and inset where appropriate.
- Be aware of and comply with all school policies and procedures.
- Participation in performance management as required.
- Any other duties as required to support the school within the scope of this post.

ORGANISATION

Responsible to: Estate Manager
School Business Manager

JOB WORKING CIRCUMSTANCES

Physical Demands – lifting, working at height

Working Conditions – Internal and external working

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PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
Qualification/Training/Competences	Willingness to undertake induction training NVQ 2 in relevant subject or suitable experience or knowledge in the relevant work area Specific training in specialist area Good general level of numeracy and literacy. Ability to use computerised systems including email and Microsoft packages.	Chartered Institute of Housing or equivalent or relevant site qualifications
Relevant Experience	Previous experience in a school environment in a site management role or similar environment. Handyperson or DIY skills.	
Knowledge	Willingness to develop knowledge of ICT and other specialist equipment/resources Ability to self-evaluate learning needs and actively seek learning opportunities Working knowledge of relevant policies/codes of practice and legislation Ability to relate well to children and adults Awareness of health, safety & hygiene procedures Knowledge of COSHH regulations Knowledge of Health & Safety procedures and precautions	Appropriate knowledge of first aid

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	Knowledge of moving and handling procedures Willingness to participate in development and training opportunities	
Skills	Ability to work on own initiative without the need for supervision. Ability to work to tight timescales and under pressure. A genuine interest in the provision of a good support service for the school and wider community. Flexibility and adaptability. Punctuality and reliability. Diligence and discretion.	High level of commitment. An understanding of good customer care procedures.
Special Circumstances	Occasional attendance at meetings outside normal hours. Occasional call out out of hours as a school keyholder. Occasional support within the animal unit on site for feeding or monitoring stock.	