



THE CAVENDISH SCHOOL

Site Manager

The position

An opportunity has arisen to join the busy support team at this successful independent primary school from September 2026. The successful candidate will be responsible for a wide range of duties connected with the upkeep of the school site, supporting the daily operational needs of the school to ensure it is a safe place for all members of our school community.

We seek someone with experience of managing a school, or similar premises, with previous health and safety and building services (such as electrical, plumbing, carpentry) knowledge and experience. The post holder will also be responsible for the day-to-day caretaking duties of the school. This is a small site requiring the Site Manager to have a wide range of hands-on skills. The Site Manager is supported by a part-time Site Assistant.

The ideal candidate will be well organised, resourceful, reliable, flexible and innovative in this busy school environment. They must demonstrate professionalism at all times and have the ability to interact comfortably with all members of our school community. Excellent IT, oral and written communication skills are a requirement for this role.

Applicants should note that the school does not expect candidates to have experience in all areas of the job description, as appropriate support and training will be offered to the successful candidate. The job description gives a broad overview of the sorts of tasks which may be required but is not exhaustive.

Working hours

The role is a full-time, all year-round position, working 40 hours per week from 7am to 4pm. Due to the nature of the role, there will be occasional times when you will be required to work overtime during the evening or at the weekend outside of your usual hours. Such occasions will be paid as overtime or with time off being given in lieu.

Annual leave

30 days of annual leave per year, plus statutory holiday allowances and annual Christmas closure of up to 2 weeks.

Salary

The salary offered will be in the region of £30-£35k, dependent on experience.

Applications

Applications are to be made using the Cavendish application form on the TES platform. Questions should be directed to Kerry Dignan, Head of HR & Compliance, on hrcomp@cavendish-school.co.uk or 020 7485 1958. The closing date for applications is Monday 3rd August, although applications will be processed as they are received. The date of interviews is Tuesday 11th August. Please note that

due to this recruitment taking place over the holiday period, there may be a delay in responding to queries or acknowledging applications as they are submitted.

Person Specification and Job Description

I Person Specification – Criteria

Experience	<ul style="list-style-type: none"> • Proven experience in managing a school site, building or similar premises • Previous experience in health and safety compliance, including fire safety, risk assessments and maintaining a secure environment • Experience working with contractors, managing repairs, and overseeing maintenance schedules • Knowledge and experience of relevant building services (e.g. heating, plumbing, electrical)
Qualifications (desirable)	<ul style="list-style-type: none"> • Holds a technical qualification that is relevant to maintaining buildings, such as electrical, heating/plumbing or carpentry • IOSH or an equivalent health and safety qualification
Attitude and approach	<ul style="list-style-type: none"> • Proactive, problem-solving mindset with a strong sense of responsibility • Commitment to maintaining a safe, clean and secure environment for all members of our school community and visitors • Flexible and adaptable approach to managing a wide range of tasks and duties • Ability to work independently and take initiative, as well as collaborate effectively within a team • Willingness to engage in continuous professional development and improve skills relevant to the role
Skills	<ul style="list-style-type: none"> • Strong organisational skills with the ability to prioritise tasks and manage time efficiently • Excellent communication skills, both written and verbal, for working with staff, parents and contractors • Strong practical skills in areas such as plumbing, carpentry, electrical repairs and general building maintenance • Knowledge of health and safety regulations and the ability to implement them effectively • Strong IT skills for the production of H&S documentation, maintenance records and schedules and to manage daily activities

II Job description

Position	Site Manager
Reports to	The Bursar
Hours	The role is a full-time, all-year-round position, working 40 hours per week, 7am to 4pm
Annual leave	30 days of annual leave per year plus statutory holiday allowances and annual Christmas closure of up to 2 weeks

Job summary	Responsible for a wide range of duties connected with the upkeep of the school site, supporting the daily operational needs of the school to ensure it is a safe place for all members of our school community
Main responsibilities	<p>General principles</p> <ul style="list-style-type: none"> • The Site Manager is responsible to: the Governing Body, the Bursar • The Site Manager has oversight of: outsourced cleaning staff, site assistant and contractors on site • The Site Manager is responsible for ensuring the security of the School and that the buildings, furniture, plant, machinery and kitchen equipment (with the exception of information technology and stationery) are maintained to the highest possible standards of cleanliness and function. The Site Manager will take initiatives that are required to achieve this, including regular close inspection of all of the above • The Site Manager is a fully participating member of the Cavendish School community and supports the children and staff of the School in events and activities within the School as appropriate • The Site Manager personally carries out the duties below or does so in liaison with the Bursar • The Site Manager attends termly meetings of the Health & Safety Committee <p>Main activities and responsibilities</p> <ul style="list-style-type: none"> • The Site Manager is on site throughout his period of duty and ensures that he is easily contactable • The Site Manager is responsible for the duties below <p>Management and administration</p> <ul style="list-style-type: none"> • Responsible for planning and managing a maintenance schedule in liaison with the Bursar • Responds to all reasonable requests made by the Head, the Bursar and other staff at the School • Submit and follow up on maintenance requisitions • Works alongside of the Bursar to prepare works specifications and tenders as required to support projected works • Maintenance of Health & Safety records and other scheduled maintenance checks etc. • Manage the contractors' booking process, ensuring compliance with the Contractor's Policy and school risk assessments – this includes ensuring the relevant documentation is received prior to the contractor's arrival to site and any relevant follow-up paperwork is received and filed <p>Health & Safety</p> <ul style="list-style-type: none"> • To carry out regular Health & Safety checks • Ensure that all work carried out by cleaning staff is done with due regard to Health & Safety policies and legislation • Carry out risk assessments relevant to role • Produce safe schemes of work for equipment relevant to role • Carry out a daily fire warning system inspection, keep appropriate records and deal with any defects • Carry out weekly fire alarm tests, keep appropriate records and deal with any defects

	<ul style="list-style-type: none"> • Carry out weekly inspections of means of escape and ensure potentially hazardous areas are kept free of obstructions, keep appropriate records and deal with any defects • Carry out weekly fire escape inspection, keep appropriate records and deal with any defects • Carry out weekly inspections of the portable fire appliances, keep appropriate records and deal with any defects as regulations require • Carry out weekly lift checks, keep appropriate records and deal with any defects • Participate in regular whole School evacuation practices • Carry out emergency action and deal with emergency situations in accordance with the School's Health & Safety Policy • Ensure that dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations • Ensure that any inflammable materials around the site are stored safely • Ensure the hygienic collection and removal of sanitary waste and medical waste • Ensure the collection and removal of all recyclable, general and food waste • Check and maintain the play areas and outdoor equipment • Grit the walkways during icy weather • Supervise regular pest control visits, remove live, dead and dying pests and their excrement • Carry out the appropriate legionella checks on weekly, monthly and quarterly bases and keep comprehensive records • Partake in the annual health and safety and fire audit <p>Security</p> <ul style="list-style-type: none"> • As a key holder, attend to all matters related to the alarm systems • Open the School in the morning, checking for any intrusion, and determine if the School was properly secured the night before • To be the first key holder and to respond to out-of-hours emergencies • Patrol the main gate during drop-off in the morning and pick-up in the afternoon; also, for School trips, visits and events • Maintain security within the School, being vigilant for strangers/intruders; ensure the office is aware of visiting contractors <p>Services, maintenance and repairs</p> <ul style="list-style-type: none"> • Oversee, with the Bursar and the Governors, the development and maintenance of the School site, buildings and utilities • Ensure that all maintenance and repairs are conducted in accordance with Health & Safety legislation • Ensure that all inspections and repairs of equipment held on the School site are conducted in accordance with Health & Safety legislation • Ensure that the correct signs are displayed e.g. fire exit signs • Ensure that the premises are adequately heated and lit • Operate and oversee maintenance of all of the school's plant and machinery • Undertake emergency repairs and engage specialists when necessary • Undertake minor internal and external decoration repairs and redecoration
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	<ul style="list-style-type: none"> • Deal with the results of vandalism, graffiti, etc. • Replace light bulbs, shades, diffusers, etc. • Replace fuses up to a 30amp maximum • Supervise general maintenance of the grounds - playgrounds, pathways, drive and other outside areas – so they are kept clean and tidy with no hazards <p>Supervision of staff/contractors</p> <ul style="list-style-type: none"> • Arrange for repair and decoration works to be carried out by contractors in consultation with the Bursar • Act as Liaison Officer with contractors and the School or external agencies as appropriate, regarding access to the site • Act as Supervising Officer with the contractors whilst they are on site. Monitor the works progress and assist the Bursar or other appropriate manager to ensure that works are carried out to the required standard, as appropriate • Supervise site assistant/contractors so that work is carried out within Health and Safety legislation and School policy • Ensure the safety of all persons using the School premises • Report any problems/concerns about the work of the site assistant/contractors on site to the Bursar • Ensure all the contractors have the necessary certification as required by the Health and Safety legislation and School policy • Ensure all contractors complete and follow the necessary risk assessments as required by Health and Safety legislation and School policy <p>Cleaning and hygiene</p> <ul style="list-style-type: none"> • Monitor the standard of cleaning and report to the contractor • Oversee a deep clean once a year, usually during the summer holidays • Oversee the standard of cleaning throughout the buildings • Attend to emergencies during the day and clean areas of floods, spillages, sickness, etc. • Fill up soap and paper dispensers if required during the school day • Liaise with contractor to prevent/remove vermin and their droppings, in consultation with external agencies where appropriate • Maintain a well-organised and tidy site office and oversee the safe and tidy storage of the main store cupboard <p>Porterage</p> <ul style="list-style-type: none"> • Move furniture and equipment when necessary and/or required, in accordance with the principles of manual handling, with the assistance of mechanical aids, e.g. trolley, sack truck, etc. • Help with porterage of deliveries to the site as appropriate, during on-site times <p>Training</p> <ul style="list-style-type: none"> • Undertake training/attend courses as appropriate to carry out duties in a safe and efficient manner • Undertake all appropriate Health and Safety training needed • Attend whole school staff INSET training as required <p>Lettings</p> <ul style="list-style-type: none"> • Prepare the required accommodation
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	<ul style="list-style-type: none">• Oversee the security and cleanliness of the site on completion of the letting
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The Cavendish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Safeguarding Policy. A copy of this procedure is available on request.

Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Subject to statutory provisions, no applicant will receive unfair or unlawful treatment on the grounds of a Protected Characteristic. The ability to perform the job will be the primary consideration.