

Site Manager

Job Description and Person Specification

Light Years School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details

Salary: £23,080 actual salary

Hours: 27.5 hours per week

Working Hours: 7.30am – 1pm daily

Contract Type: Permanent / part time

Reporting to: Headteacher

Light Years School is seeking a dedicated and passionate School site Manager to join our team. We pride ourselves on providing specialist provision tailored to the diverse needs of our pupils. Our 'Outstanding' setting allows each child to receive the focused attention and support they truly deserve, fostering both academic and personal growth.

Our ethos, encapsulated in our motto 'Start small, grow tall,' reflects our unwavering belief in the potential of every child. We understand that with the right support, encouragement, and understanding, all children can thrive. We embrace a relational approach to education; fostering a sense of safety and personal value is paramount to creating an effective atmosphere.

We are seeking a dedicated individual who plays a key role in maintaining a safe, secure, and well-kept environment for students, staff, and visitors. The postholder will be responsible for day-to-day management, upkeep, security and compliance of the school site, including buildings, grounds, equipment and facilities.,

The successful candidate will demonstrate strong practical skills, a good understanding of health and safety, a proactive and hands-on approach, with strong knowledge of site management, regulatory compliance, and health and safety procedures. They will work collaboratively with staff, external contractors, and the leadership team to maintain high standards across the school environment, contributing to a positive and inclusive learning atmosphere.

Values

Our School site Manager will share and promote the values of Light Years School:

Understanding: We show understanding and care to truly comprehend a child's journey up to the point of joining our school.

Acceptance: We encourage children to accept themselves and others for who they are and feel good about themselves.

Celebrate: We celebrate pupil's individuality and their superpowers!

Resilience: We inspire pupils to try new experiences, overcome barriers and grow in confidence.

Courage: We promote a culture where pupils will feel safe enough to see failure as part of their learning and be brave enough to take on the next challenge.

Kindness: We treat our school community with kindness and respect.

Main Purpose

The School Site Manager will support the Headteacher to:

- To manage and maintain the school's physical resources, including buildings, grounds, and equipment, to ensure they are safe, compliant, and effectively support educational delivery.
- To lead on all aspects of site safety, security, maintenance, and statutory compliance.
- To ensure the school environment meets regulatory standards, including health and safety legislation and Independent School Standards, part five.
- To provide a welcoming, safe, and well-organised environment for pupils, staff, families, and visitors.
- Select, induct and supervise all external contractors to ensure value for money and safe working practice.
- Meet deadlines regarding maintenance jobs and priorities.

Premises Manager Specific Responsibilities

Site Security, Management & Maintenance

- Oversee the day-to-day maintenance and upkeep and presentation of the school buildings and grounds.
- Ensure that the site perimeter is secure and closely monitored. Conducting site walks to check for hazards, damage or unauthorised visitors.
- Open and close site including buildings and gates at agreed times.
- Act as keyholder for the site and for the security alarm system.
- Carry out regular site walks to identify hazards, damage, maintenance issues or security concerns.
- Plan and implement a rolling programme of maintenance, repairs, and improvements.
- Carry out minor repairs and general maintenance as required.
- Ensure all facilities, utilities, and systems (heating, lighting, water, etc.) operate efficiently.
- Maintain high standards of cleanliness, hygiene, and presentation across the site.

- Support safeguarding by ensuring a safe physical environment and reporting concerns promptly to the appropriate member of staff.

Health & Safety and Compliance

- Lead on day-to-day health and safety matters.
- Ensure compliance with relevant legislation, school policies and part five of the Independent School Standards.
- Conduct and record regular site inspections, risk assessments, and safety checks.
- Maintain accurate records relating to fire safety, COSHH, Legionella, asbestos where applicable, emergency procedures and others statutory requirements. a.
- Act as Fire Safety Officer Ensure fire alarm systems, emergency lighting, fire exits, evacuation procedures and fire safety records are maintained and tested appropriately.
- Ensure hazardous materials are stored, handled and disposed of safely.
- Support the Headteacher and senior leadership team in ensuring that health and safety documentation, inspections and certifications remain accurate and up to date.
- Promote a culture of safety across the school community

Contractor & Resource Management

- Procure, manage, and supervise external contractors, ensuring safe working practices Obtain quotes for works and support the Headteacher in achieving value for money.
- Liaise with contractors to ensure work is completed safely, efficiently and to a high standard.
- Ensure contractors comply with safeguarding requirements, including signing in and providing appropriate checks including or supervision where necessary.
- Monitor service contracts (grounds maintenance, etc.) to ensure high standards.

Cleaning, Grounds and General Maintenance

- Take pride in the appearance, safety and cleanliness of the school site and buildings ensuring that they are clean, free of litter and debris and well maintained.
- Maintain safe, clean, and accessible outdoor spaces, including playgrounds, pathways, drains, gullies, grates and gutters.
- Clear low level hedges and roots in agreement with the Headteacher, liaising with contractors where required.
- Ensure that toilet facilities are fully functioning and clean, removing any blockages.
- Manage seasonal maintenance (e.g. snow clearing, gritting, grounds upkeep).

- Carrying out minor maintenance work and repairs that do not require the employment of a contractor and general maintenance of the school site including painting/decorating as outlined in the site plan and in accordance with school use.
- Support the development of sensory-friendly and inclusive outdoor environments appropriate for pupils with additional needs.
- Undertake ad hoc cleaning duties during the school day to maintain health and safety and hygiene standards including spillages.
- Make improvements to the grounds and school site in agreement with the Headteacher.
- Set up rooms, furniture, and equipment as required.
- Assist with deliveries, stock control, and site logistics.
- Undertake any other duties as requested by the Headteacher.
- Arrange, monitor and record PAT testing of electrical equipment in line with school policy and appropriate training

Training and Staff Development

- Provide a thorough induction for new staff, including site safety and fire procedures.
- Ensure all statutory and role-specific training is completed within required timescales, and that all aspects of health and safety compliance—such as documentation, inspections, and certifications—are accurate, up to date, and effectively maintained.
- Support the training and development of the wider staff team in relation to health and safety, ensuring that all mandatory training requirements are understood and consistently met.

Additional Context

This role involves regular movement around the school site, practical maintenance tasks, manual handling, and lone working. The postholder will also be required to respond to emergencies, work flexibly, and support the school during out-of-hours activities where necessary.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

- Be vigilant in taking responsibility for safeguarding children and comply with the schools safeguarding policy.
- Know that safeguarding is everyone's responsibility and maintain an attitude of "it could happen here".

General responsibilities for all staff

- All staff have a responsibility to work within the school's Child Protection and Safeguarding Policies. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child may be considered a disciplinary offence.
- As employees, all staff may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of pupils, information affecting members of the public, matters concerning staff and/or details of items under consideration of the school. Under no circumstances should such information be divulged or passed to any unauthorised person or persons. This includes holding discussions with colleagues concerning learners in situations where the conversation may be overheard. Breaches of confidentiality will result in disciplinary action, which may involve dismissal.
- All staff have a responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with the organisation's health and safety policy and to undertake specific health and safety responsibilities as directed.
- All staff are expected to support a commitment to equality of opportunity.
- All staff are expected to use their utmost endeavours to promote the interests and reputation of the school and any associated body.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.

Visits are welcomed prior to interview.

To Apply

Please go to our website www.lightyearseducation.co.uk and complete an application form and return to admin@lightyearseducation.co.uk. Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found. If you have any questions about the role or would like to arrange a tour, please contact Sarah Alden via email at admin@lightyearseducation.co.uk.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of our children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.