

Blossom Federation

Daubeney, Sebright and Lauriston



Site Manager Vacancy

Recruitment Pack



Blossom Federation



Thank you for your interest in the role of Site Manager at Lauriston Primary School

Unlocking brilliance through creative learning

About Lauriston and the Blossom Federation

Lauriston Primary School is part of the Blossom Federation, alongside Daubeney and Sebright Primary Schools, Sebright Children's Centre and Daubeney Children & Family Hub. Together, we serve more than 1,200 children and families across Hackney. From September 2026, we have also entered into a partnership with Millfields Community School. Each school has its own identity and leadership team, while benefiting from close collaboration, shared expertise and a joint Governing Board.

Our ambition is to unlock every child's brilliance through creative learning. We provide a broad, inclusive and engaging curriculum that equips children with the knowledge, skills, confidence and curiosity they need for the future.

What matters to us

- A safe, welcoming and well-resourced environment in which every child can thrive.
- High expectations, excellent learning and the right support for every child to succeed.
- Kindness, respect and a strong commitment to mental health and wellbeing.
- Creative, memorable experiences that build confidence and a lifelong love of learning.
- A celebration of achievement, diversity and each child's contribution to our community.

Welcome from the Executive Headteacher

Thank you for your interest in the Site Manager vacancy at Lauriston Primary School.

The Site Manager is a highly valued and visible member of our school community. The successful candidate will play a central role in ensuring that Lauriston is safe, secure, clean and ready for learning every day. You will work closely with the Head of School, lead our cleaning and caretaking provision, coordinate contractors and help us plan improvements to our buildings and grounds.

We are looking for a practical, organised and proactive premises professional who takes pride in high standards, builds positive working relationships and responds calmly when priorities change. You will understand that a well-managed site makes a direct contribution to children's safety, wellbeing and learning.

We warmly encourage prospective applicants to visit Lauriston, meet our staff and children and see the school at work. Our contact details are included in this pack, and you can also watch our short [Federation video](#).

I look forward to receiving your application and, hopefully, meeting you.

Robin Warren
Executive Headteacher

Site Manager

Lauriston Primary School

Required as soon as possible

Scale SO1, points 23–25 | £41,739–£43,014 per annum

Hours of work: 07:00 – 10:00, 13:15 – 18:30

36 hours per week, all year round | One-year fixed-term contract, with the possibility of extension

The opportunity

Lauriston Primary School is seeking a practical, organised and proactive Site Manager to lead the day-to-day management of our buildings and grounds. You will ensure that the school is safe, secure, clean and well maintained; supervise cleaning and caretaking provision; coordinate contractors; complete and record essential premises checks; and respond effectively to urgent site issues.

This is a varied, hands-on role with a direct impact on the experience of our children, staff, families and visitors. You will work closely with the Head of School and colleagues across the Blossom Federation, balancing planned maintenance and compliance activity with the changing demands of a busy primary school.

What we offer

- A welcoming and diverse school community where the Site Manager's contribution is recognised and valued.
- A supportive leadership team and opportunities to work with premises colleagues across the Federation.
- Relevant training and professional development to support you in the role.
- The opportunity to shape site improvements and maintain high standards across the school environment.
- Friendly, enthusiastic children who are proud of their school.

About you

You will bring relevant experience in premises, facilities or building maintenance and be confident carrying out minor repairs, coordinating contractors and maintaining accurate records. You will be able to organise competing priorities, work independently, supervise others and communicate clearly with a wide range of people.

You will take a proactive approach to health and safety, safeguarding and security, and will understand how a safe, welcoming and inclusive environment supports children's learning and wellbeing. Flexibility, sound judgement and a calm response to urgent situations are essential.

How to apply

1. Read the job description and person specification carefully.
2. Complete the application form electronically or in writing.
3. Use your supporting statement to show clearly how your experience, knowledge and skills meet the essential criteria in the person specification.
4. Email your completed application to the contact below.

Application contact: Jatin Shamji - jshamji@blossom.hackney.sch.uk

Closing date: Friday 30 October 2026

Interview date: Wednesday 4 November 2026

Safeguarding

Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff to share this commitment. The successful applicant will be subject to pre-appointment vetting checks in line with [Keeping Children Safe in Education](#), including an enhanced Disclosure and Barring Service check. References will be sought, and online searches will be carried out for applicants invited to interview.

This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to the relevant amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Anti-racism and equal opportunities

Hackney Council and schools across the borough are committed to challenging racism and eliminating unlawful discrimination. We value diversity and work to ensure fair treatment regardless of race, religion or belief, sex, gender reassignment, sexual orientation, disability, pregnancy and maternity, age, marriage or civil partnership, or social and economic circumstances.

Blossom Federation

Daubeney, Sebright and Lauriston



Job Description

Site Manager

Location	Lauriston Primary School
Salary	Scale SO1, points 23–25 (£41,739–£43,014)
Hours	36 hours per week, all year round <i>Hours of work: 07:00 – 10:00, 13:15 – 18:30</i>
Contract	Full-time, one-year fixed-term contract, with the possibility of extension
Reporting to	Head of School
Line management	Cleaning and caretaking staff, as determined by the school

Purpose of the role

To lead the effective day-to-day management of the school's buildings, grounds and premises services so that the site is safe, secure, clean, compliant and ready to support teaching and learning. The Site Manager will supervise cleaning and caretaking provision, coordinate contractors, carry out and record routine checks, arrange specialist inspections and repairs, and advise the Head of School on premises priorities and risks.

Key responsibilities

1. Site leadership and team supervision

- Plan and coordinate day-to-day caretaking, cleaning, maintenance and site-support activity.
- Supervise relevant staff, including induction, training, allocation of work, timekeeping and performance support, in line with school procedures.
- Maintain constructive working relationships and address routine operational issues promptly, escalating more significant matters to the Head of School.
- Certify timesheets and support claims relating to lettings or additional premises duties, where required.
- Contribute practical premises advice to school planning, meetings and site-improvement projects.

2. Security and emergency response

- Act as a principal key holder and ensure that the school is opened, closed and secured in accordance with agreed arrangements.
- Manage keys, access arrangements, alarms, gates, doors, windows and fire exits securely.
- Inspect the site for hazards, damage, trespass and unauthorised use, taking proportionate action and keeping appropriate records.
- Respond promptly and safely to leaks, flooding, fire, breakages, severe weather, spillages and other urgent premises incidents.
- Liaise with emergency services, contractors and senior leaders; provide access and secure the site following an incident.

3. Premises maintenance and site development

- Carry out a planned programme of internal and external site inspections and routine maintenance.
- Complete minor repairs and redecoration within the postholder's competence, training and authorisation.
- Identify defects requiring specialist attention, arrange approved repairs and monitor completion and quality.
- Monitor the operation of heating, lighting, plumbing, drainage and other building systems, reporting or escalating faults appropriately.
- Maintain external areas, including paths, boundaries, gates, grounds, litter control and seasonal safety measures such as gritting.
- Support the planning and delivery of improvement works, minimising disruption to school operations.

4. Cleaning and environmental standards

- Ensure that cleaning is delivered to the agreed specification and that standards are monitored consistently.
- Coordinate deep cleans, emergency cleaning and additional cleaning requirements.
- Maintain suitable cleaning equipment, materials and hygiene supplies, including safe storage and stock control.
- Undertake cleaning duties when necessary to maintain a safe and hygienic environment.
- Promote efficient use of energy, water and consumables and support the school's environmental priorities.

5. Health, safety and statutory compliance

- Promote a safe working and learning environment and follow relevant legislation, guidance, risk assessments and school procedures.
- Carry out and record routine premises checks, including those relating to fire safety, water hygiene, play equipment and other site systems, within the postholder's competence.
- Arrange or coordinate specialist inspections, servicing, testing and risk assessments where these require a competent external provider.
- Maintain accurate compliance records, certificates, schedules and action logs, and ensure identified remedial work is followed through.
- Monitor contractors and staff for safe working practices, appropriate safeguarding controls and satisfactory standards of work.
- Report significant risks, incidents and non-compliance promptly to the Head of School.

6. Contractors, purchasing and resources

- Obtain quotations or place approved orders in accordance with the school's financial and procurement procedures.
- Coordinate contractor access, induction, permits and safeguarding arrangements, and monitor work on site.
- Maintain appropriate stock levels and ensure the secure storage of tools, equipment, hazardous substances and premises records.
- Check deliveries, invoices and completed works as required and raise concerns promptly.

7. Lettings and community use

- Support the safe and effective use of the premises for lettings and community activities, in consultation with the Head of School.
- Ensure that agreed opening, closing, security, cleaning and handover arrangements are followed.
- Report damage, additional costs, safeguarding concerns or breaches of letting conditions promptly.

8. Safeguarding, equality and professional responsibilities

- Safeguard and promote the welfare of children and young people and follow all relevant school policies and procedures.
- Promote equality, inclusion and respectful treatment in employment and service delivery.
- Maintain confidentiality and handle information responsibly.
- Participate in appraisal, training and professional development relevant to the role.
- Attend meetings, including Governing Board meetings, when reasonably required.
- Undertake other duties appropriate to the level and purpose of the role, as directed by the Head of School.

Role requirements

The role includes manual handling, use of appropriate access equipment, periods of physical activity and occasional work outside normal school hours. Duties must be undertaken using suitable equipment, training and safe systems of work, with reasonable adjustments considered where required.

Person Specification

Reference key: Q = Qualifications and training; E = Experience; K = Knowledge and understanding; S = Skills and abilities; P = Personal qualities and professional attributes.

Ref.	Criterion	Requirement	Assessed through
Q1	A relevant trade, building maintenance or facilities qualification, or equivalent demonstrable experience.	Essential	Application / certificates
Q2	Relevant health and safety, first aid, fire safety, water hygiene or facilities-management training.	Desirable	Application / certificates
E1	Experience of premises, facilities, caretaking or building-maintenance work in a school or comparable occupied setting.	Essential	Application / interview
E2	Experience of carrying out minor repairs and planned or reactive maintenance safely and to an appropriate standard.	Essential	Application / interview
E3	Experience of supervising staff, allocating work or monitoring service standards.	Essential	Application / interview
E4	Experience of coordinating contractors and suppliers and checking the quality and completion of work.	Essential	Application / interview
E5	Experience of working in a school or other education setting.	Desirable	Application / interview
K1	Sound understanding of workplace health and safety, risk assessment, COSHH and safe systems of work.	Essential	Application / interview
K2	Understanding of site security, key control, alarm systems and emergency-response arrangements.	Essential	Application / interview
K3	Understanding of the importance of statutory premises checks, accurate records and timely remedial action.	Essential	Application / interview
K4	Understanding of safeguarding responsibilities and appropriate contractor controls in a school environment.	Essential	Application / interview
SI	Practical competence in routine DIY, maintenance and repair tasks, with the judgement to recognise when specialist support is required.	Essential	Application / interview / practical assessment

S2	Ability to plan, prioritise and complete a varied workload, using initiative while keeping leaders informed.	Essential	Application / interview
S3	Ability to supervise, support and communicate expectations clearly to staff and contractors.	Essential	Application / interview
S4	Ability to communicate professionally with children, staff, families, visitors, contractors and emergency services.	Essential	Application / interview
S5	Ability to maintain accurate electronic and paper records, place orders and monitor stock and expenditure.	Essential	Application / interview
S6	Ability to remain calm, make sound judgements and respond effectively to urgent or changing situations.	Essential	Application / interview
P1	Commitment to safeguarding, confidentiality, equality, inclusion and the values of Lauriston and the Blossom Federation.	Essential	Application / interview / references
P2	Reliable, honest and conscientious, with high standards and a service-focused approach.	Essential	Application / interview / references
P3	Willingness and ability to work flexibly, including occasional duties outside normal school hours.	Essential	Application / interview
P4	Ability to undertake the physical requirements of the role, including manual handling and occasional work at height, using appropriate equipment, training and safe working practices, with reasonable adjustments where required.	Essential	Application / interview

Note: This job description and person specification set out the general nature and level of responsibility of the role. Duties may change as operational requirements and circumstances evolve. The postholder may be *asked* to undertake other duties *that are* appropriate to the level and purpose of the role, as directed by the Head of School.