

# Site Manager Information Pack



Respectful Employable Aspirational Courageous Happy





Dear Colleague,

I am delighted you are considering joining us at REACH School. We are an Alternative Provision School in Kings Heath, Birmingham taking students in Years 10 and 11 from across the South Area Network and beyond. We are committed to providing a curriculum that is nurturing yet challenging, balanced yet individualised whilst being high quality, engaging and broad to ensure we meet the needs of our students. All students are challenged to exceed their own expectations in an environment that puts their individual needs at the centre of everything. You will need to be positive, resilient, friendly and hard-working to join our team.

Your application must be received by **10am on Monday 13<sup>th</sup> October 2025**. Please write a letter to accompany your application form that outlines your experience and achievements that equip you for this role and how you will make an impact in our school. Your letter must be no longer than two sides of A4 with a minimum font size of 11. Interviews are expected to take place on Friday 17<sup>th</sup> October 2025.

Further details about all of the latest news and developments at REACH can be accessed at [www.reachschool.co.uk](http://www.reachschool.co.uk). In addition, the school posts on the following social media platforms:

Facebook: <https://www.facebook.com/people/REACH-School/61580790995347/>  
Instagram: [www.instagram.com/reachschoolap](https://www.instagram.com/reachschoolap)  
BlueSky: <https://bsky.app/profile/reachschool.bsky.social>  
Linkedin: <https://www.linkedin.com/company/reach-school-trust/>

Yours sincerely,

Andy Wakefield  
**Headteacher**

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[www.reachschool.co.uk](http://www.reachschool.co.uk) 0121 675 8989 [info@reachschool.co.uk](mailto:info@reachschool.co.uk)



**Post Title:** Site Manager  
**Salary/Grade:** Grade 4 points 23 – 31; £34,434 to £41,771  
**Hours of Work:** Fulltime, All Year Round  
**Contract Type:** 37 hours per week, Monday to Friday  
**Contract Term:** Fixed Term Contract  
**Contract Start Date:** 12 months  
**Contract Start Date:** As soon as possible

We are looking to appoint a reliable, professional and proactive **Site Manager** to join our team. You will proactively manage all relevant aspects of the school site, including maintenance, repairs, compliance and health and safety requirements.

The successful candidate will support the school in providing a safe and welcoming learning environment. Responsibilities cover general site management duties including the security of the school, maintenance and repair work, emergency call outs, statutory and compliance activities and health and safety checks. Duties will also include ensuring a high standard of cleanliness is maintained to support and safeguard the welfare of all persons using the school's premises.

**Our ideal candidate will:**

- Have the skills to carry out minor repairs and improvements
- Be able to cope with physically challenging duties
- Have good IT, written and communication skills
- Be able to work both independently and as part of a wider team

**We offer:**

- A competitive salary
- Access to the local government pension scheme
- Excellent training and development opportunities
- Employee Assistance Programme
- Free parking

Together we form a friendly and dedicated community. We pride ourselves on being a welcoming team that provide an inclusive and supportive environment for our students and staff alike. All staff take an active role in supporting our students whilst onsite and developing relationships and support networks.

Our application pack can be found on our website <https://www.reachschool.co.uk/>

Completed applications must be received before the closing date of **10am on Monday 13<sup>th</sup> October 2025**.

Interviews are expected to take place on **Friday 17<sup>th</sup> October 2025**.

If you would like to visit the school before making an application, please contact Georgia Foster on 0121 675 8989.

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## JOB DESCRIPTION

**Post Title:** Site Manager

**Contracted Hours:** 37 per week, all year round

**Hours of Work:** Shift pattern of either 07:00 – 15:00 or 10:00 -18:00, but alternative hours of work can be discussed

**Core Purpose:** Proactively manage all relevant aspects of the site including maintenance, repairs, compliance and health and safety requirements. Plan and coordinate site work and ensure that the quality of work undertaken is appropriate.

## Duties and Responsibilities:

### Site Management

- Be the main point of contact for site matters within the school.
- Manage all school site needs to ensure ongoing compliance and effective support to the school.
- Maintain accurate records relating to compliance.
- Be proactive in identifying work that needs to be undertaken and bring any significant work required to the attention of the Senior Leadership Team (SLT).
- Oversee the fleet of minibuses
- Assist with food service, as needed

### Maintenance and Repairs

- Operate a healthy and safe working environment in accordance with the Health and Safety at Work Act 1974 and to ensure that declared policies are adhered to.
- Plan and undertake a programme of regular tasks (daily, weekly, termly, annually and other frequencies).
- Monitor the condition of the school fabric and to be responsible on a day-to-day basis for repair and maintenance work which does not require specialist knowledge or contractors, including:
  - general maintenance/remedial work required
  - ensuring that heating/boilers are fully operational and that the building is at the required temperature by the designated time and that adequate hot water is available
  - ensuring that all lighting (internal and external) is fully operational
  - inspect and clear drains and/or gutters when required
  - check and maintain school grounds as required
  - undertake relevant duties in respect of inclement weather, e.g., gritting and snow clearance
  - ensure appropriate pest control is in place, where required.
- Identify any maintenance or remedial work which requires specialist knowledge and, in conjunction with the SLT, arrange for appropriate contractors to complete the work.
- Ensure the risk management systems are in operation and effective.

### Security

- To be the principal Key Holder and to take overall responsibility for all keyholder duties including the routine and non-routine opening of the premises and grounds.
- Ensure the security of premises and its contents, either when in use or closed by carrying out security checks, including setting intruder and fire alarms, and ensuring boundaries are secure and that all window, gates and doors are locked when required.
- Undertake routine and non-routine opening and closing of site, as required.
- Respond to emergencies on site, as required.
- Operate as the number one keyholder to support with emergency callouts.

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- To attend the building outside of normal working hours in the event of an emergency situation and to take appropriate action including, where possible, making premises secure.
- To be responsible for the security and the cleanliness of the gas and electrical stores.
- To be vigilant and report any unusual occurrence to the appropriate emergency or other services and inform the SLT, as appropriate.

#### Cleaning and Waste

- Carry out reactive cleaning duties when required (e.g., cleaning up spillages or cleaning graffiti).
- Ensure consumables are replenished as required (e.g., toilet roll, soap, hand sanitisers, hand towels).
- Check stocks of consumables and general site materials and request orders in a timely manner to ensure stocks are not depleted.
- Ensure that the site is clear of litter.
- Empty bins as required and ensure that waste is disposed of appropriately in accordance with legislation.

#### Health and Safety

- Comply with School Health and Safety processes and procedures at all times.
- Be proactive and deal with any health and safety concerns, including the removal of hazards and escalating concerns as required.
- Ensure that the site is kept clean and tidy at all times.
- Undertake statutory checks and inspections as required by Health & Safety legislation, including test and record of the fire alarm.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Undertake other compliance checks in accordance with school requirements.
- Maintain records relating to Health and Safety compliance.
- Support the SLT in undertaking health and safety audits and developing and implementing action plans.
- Assist the SLT in the compliance with the Control of Substances Hazardous to Health Regulations 1988 (COSHH)
- Check and operate the fire alarm system and undertake assigned duties in the event of a fire evacuation.
- Support reactive duties as required in the event of fire, flood, breaking and entering, accident or major damages.
- Participate in Health & Safety training as required, both in person and electronically online.

#### Contractors

- Be the point of contact for all building and site contractors and agencies and monitor their standard of work reporting any insufficiencies to the SLT.
- Ensure that any contractors working on site follow school Health and Safety, and Safeguarding policies and procedures.

#### Porterage

- Receive and distribute deliveries.
- Move resources, equipment and furniture as required by the school, including setting up of school events.

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Other responsibilities:

- Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Act with professionalism and integrity at all times.
- Undertake and participate in relevant CPD and appraisal arrangements.
- Attendance at appropriate staff meetings and parents' evenings.
- Follow all organisational systems, policies and procedures.
- Support and promote diversity and equality of opportunity for all.
- Use technology to access emails, site electronic systems and other school IT systems as required.
- Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual students, staff and/or associated organisations.
- Promote the agreed vision and aims of the school.
- To perform other duties where/when deemed appropriate by your headteacher.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

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## PERSON SPECIFICATION

### Post Title: Site Manager

Qualifications & Experience	Essential	Desirable
NVQ 3 or equivalent qualification (or able to demonstrate equivalent knowledge and experience)	✓	
At least one years' experience of site/estates related work	✓	
Experience of working in an educational or similar setting		✓
Qualifications or training in areas such as carpentry, plumbing, painting and decorating, electrics etc		✓
Relevant Health & Safety qualifications or training (e.g. IOSH, NEBOSH etc.)		✓
Skills and Abilities		
Proven skills associated with general maintenance, DIY or site or facilities supervision/management	✓	
Ability to lift and carry heavy items	✓	
A good working knowledge of relevant health and safety legislation and associate policies and procedures	✓	
Good written and verbal communication skills	✓	
Good ICT skills (Email, Word, Excel)	✓	
Maintain a high standard of performance whilst managing a diverse workload with conflicting priorities and deadlines	✓	
Ability to identify problems and find solutions	✓	
Other Attributes		
Planned and organised approach to workload	✓	
Professional attitude and appearance and positive "can do" approach to tasks	✓	
Keep calm in challenging situations	✓	
Committed to the provision and improvement of a quality service	✓	
Understands the importance of policies for safeguarding children and young people	✓	
Enhanced DBS with Children's Barred Check	✓	
Valid and clean driving licence, with D1		✓
Fluent in the use of the English language	✓	

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We encourage all applicants to read our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of young people.**

**All appointments are subject to a satisfactory enhanced DBS; prohibition check; qualifications; medical fitness and right to work.**

**All applicants will be required to provide two suitable references.**

**An online search will also be carried out as part of due diligence on all short-listed candidates.**

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*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2000. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*

*Further information about filtering offences can be found in the DBS filtering guide.*

*This post is covered by Part 7 of the Immigration Act (2016). Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.*

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