



Watergrove Trust

Providing more

Site Manager

October 2026
Grade 5 - Full Time

Sandbrook Community Primary School - Hartley Lane,
Rochdale, OL11 2LR

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Welcome & Introduction to Watergrove Trust

Watergrove Trust offers a unique opportunity to be part of a dynamic, forward-thinking Multi-Academy Trust committed to "Providing more" to the communities we serve, enabling life in all its fullness. Joining our team means contributing to a vibrant educational environment where Coaching, Challenge, and Innovation are at the heart of everything we do.

Choosing to work at Watergrove Trust means becoming part of a community that values integrity, excellence, and accountability. We are dedicated to ensuring our academies operate within a framework of best practice, and we seek individuals who share our passion for education and our commitment to making a positive impact.

Advertisement & Application Details

Site Manager

Salary/Grade: Grade 5 pt 12-17 (£29,542 – £32,046 Actual Salary)

Contract: Full-Time, Permanent, All Year Round

Hours: 36 ¼ hours per week (Split shifts to be negotiated / All Year Round)

Location: Sandbrook Community Primary School (with Trust-wide mobility)

Great school site managers transform a school by taking personal pride in the physical environment and safety of students and staff.

We are seeking a Great site manager! Someone who is skilled, proactive, and dedicated. The successful applicant will lead the management, maintenance, safety and security of our school premises. In this key role, you will ensure our learning environment is safe, clean, compliant, and welcoming for all students, staff, and visitors.

Key Traits of Effective School Site Managers

- **Proactive Care:** They fix minor problems before they escalate and look for ways to improve the general school environment.
- **Child-Friendly Attitude:** They have a natural, positive rapport with pupils and understand their role in a school setting.
- **Strong Compliance & Safety:** They maintain clear compliance records to meet statutory requirements, including but not limited to fire safety, asbestos, and contractor management, without needing constant oversight.
- **Collaborative Communication:** They work smoothly with school leadership, teachers, and external workers to minimise daily disruption to learning

Key Responsibilities Include:

- Ensuring full compliance with Health & Safety regulations, legionella, fire safety, and risk assessments.
- Serving as main keyholder; managing site security, access control, and emergency callouts.
- Executing first-line repairs, maintenance, decoration, and routine building checks.
- Managing and leading assistant site staff and cleaning teams.
- Supervising external contractors, obtaining quotes, and monitoring work quality.
- Actively managing energy conservation and environmental initiatives across the site.

How to Apply

To apply, please complete our online application form using the person specification to help guide you to demonstrate how you meet the criteria for the post.

Application Deadline:

Interviews:

Website: www.watergrovetrust.co.uk

Job Description: Site Manager

Accountable to: Headteacher / Deputy Headteacher & School Business Manager

Accountable for: Assistant Site Manager & Cleaning Staff

Purpose & Objectives:

The Site Manager is responsible for the overall physical management, safety, cleanliness, and maintenance of the school buildings and grounds. The post holder leads on site compliance, maintenance, security, utility management and managing contractors.

Principal Duties & Responsibilities:

Security & Access Control

- Act as main keyholder; undertake opening and closing procedures, alarm activation, and emergency callout response and maintaining a secure perimeter for safeguarding purposes.
- Manage the risk of trespass and unauthorised site access or parking.
- Maintain key inventory, fob administration, and master key registers in safe storage.

Health & Safety, Compliance & Energy Management

- Administer, carry out, and log regular statutory safety checks (e.g. fire alarms, emergency lighting, water testing/legionella, PE equipment, COSHH).
- Maintain cloud-based compliance and maintenance schedules.
- Join termly H&S site walks alongside Senior Leadership and Governors.
- Act as site Utility Manager: monitor meter readings, optimise boiler/heating usage, turn off lights, monitor water usage and identify sustainability/recycling opportunities.
- Acting swiftly to address any urgent health and safety issues reported, including (but not limited to) trip hazards, spills, breaches of security.
- Support to Headteacher to comply with fire safety regulations.

Repairs, Maintenance & Contractor Management

- Execute first-line DIY repairs.
- Supervise, escort, and induct external contractors, verifying enhanced DBS compliance and signing off work quality prior to payment.
- Obtain competitive quotes for materials and minor works in coordination with the Business Manager.

Cleaning, Portering & Site Presentation

- Line-manage cleaning staff and assistant site manager; devise rotas, conduct appraisals, and manage performance.
- Ensure the school entrance, grounds, gullies, and hardstanding areas remain immaculate and litter-free.
- Manage portering duties including setting up furniture/equipment for assemblies, lettings, and school events.
- Ensure safe access to site during inclement weather (snow clearance, salting, and gritting).

Person Specification

Essential:

- Good knowledge and understanding of buildings, maintenance, health, safety, security, and safeguarding issues relevant to legislation affecting school
- Demonstrated experience of site maintenance and management
- Computer literate with good ICT skills
- Ability to carry out first-line repairs and maintenance
- Experience working with contractors and monitoring their performance
- Management of school grounds and liaison with grounds contractors
- Knowledge of relevant H&S policies/legislation, including risk assessments, COSHH, and manual handling
- Ability to manage own work effectively, meet deadlines, and work outside of school hours as needed
- Willingness to participate in development and training opportunities
- A flexible approach to working hours in order to support whole school activities.

Desirable:

- Line management experience, including managing site and cleaning teams
- Experience working in a school/education setting
- Basic administrative skills
- Knowledge of security systems
- IOSH Working Safely qualification or evidence of up-to-date Health and Safety training

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Staff Wellbeing, Benefits & Safeguarding

What We Offer You

At Watergrove Trust, we take pride in supporting our workforce and creating an environment where staff thrive:

- Pension: Local Government Pension Scheme (LGPS) with attractive employer contribution rates (up to 21.4%).
- Healthcare Support: Access to SmartClinic occupational health services and wellbeing support.
- Cycle to Work Scheme: Tax-efficient transport options.
- Family Friendly: Generous approach to flexible working policies (#Happytotalkflex).
- Professional Development: Continuous access to funded training, certifications, and career progression across our multi-academy trust.

Safeguarding & Equal Opportunities

- Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Clearances: Appointment to this post is subject to an Enhanced Disclosure and Barring Service (DBS) check and satisfactory pre-employment references.
- Diversity: We value diversity and ensure that no candidate or employee receives less favourable treatment on the grounds of age, sex, race, disability, sexual orientation, religion, or belief.