

# Welcome to our Trust

Site Manager  
Recruitment Pack



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# Welcome to Anglian Learning



Thank you for your interest in the position of **Site Manager** at Anglian Learning.

We are an ambitious, outward looking school trust consisting of seven secondary schools and eleven primary schools, the latest to join our community being Stour Valley Community School and Clare Community Primary School in March 2025. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Becky Williams, Office Manager, on [office@pinesprimary.org](mailto:office@pinesprimary.org).

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.



**Jonathan Culpin,**  
**CEO, Anglian Learning**

# Our Values:

## Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



## Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



## Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively



## Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds



# About Anglian Learning

Founded in September 2016 of four community-facing secondary schools seeking to share knowledge and provide mutual support, Anglian Learning has grown over the past seven years to be one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties and eighteen academies, the Trust's mission is to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for all of our learners, people and communities.

Alongside this, the Trust remains committed to its heritage which is rooted in local communities and several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under the banner of Anglian Leisure. Local, high quality and representative governance of schools is a key aspect of our leadership structure and we are recent winners of the NGA National Outstanding Governance Award as a reflection of this commitment.



In addition to our commitment to celebrating our community ethos, we believe strongly in empowerment: of pupils, our people and, crucially, our leaders. As recent research has reiterated, headteachers are incredibly influential in the success of schools and of their learners. The role of the Trust is therefore to provide the environment in which our leaders can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, finance, ICT, estates and operations. Therefore, our school leaders have the space and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.

Educating more than

**9,000**

pupils

Employing over

**1,300**

members of staff

**3**

counties

**18**

academies



# About Pines Primary School and Pine Cone Preschool



## The Pines Primary School

The Pines Primary School opened in September 2018, and is a happy, creative and inclusive school located in Red Lodge, just off the A11 between Mildenhall and Newmarket. We aim to ensure that all our pupils are excited about coming into school each day and every day are enthused by their learning through every aspect of school life. Our ethos of 'transforming lives through inspirational learning' underpins everything we do and is reflected in the variety of learning opportunities on offer at The Pines.

## Pine Cones Pre-school

At Pine Cones Pre-school we promote a safe, stimulating environment where children can learn through the joy of discovery. We follow the 'In the Moment' approach where children learn and develop through high quality adult interaction and play.



# Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

## Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a myriad of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact Kerry Darby, Headteacher, at [office@pinesprimary.org](mailto:office@pinesprimary.org)

# Benefits

Other benefits and support available to all Trust employees include:



Career Average  
Revalued Earnings  
Pension Scheme  
(CARE)



Cycle to Work Salary  
Sacrifice Scheme



Free membership to all  
Anglian Learning Sports  
Centres



20% discount on  
Anglian Learning Adult  
Education Courses



Professional Development  
Scheme Policy



Employee Assistance  
Programme



Specsavers VDU Vouchers



Boots Flu Vouchers



Perkbox – a benefit, reward and  
recognition platform offering a  
wide range of discounts on high  
street and online shopping





## Role Summary

Anglian Learning is a high-performing multi-academy trust responsible for 15 schools in West Suffolk, Cambridgeshire, and Essex, educating over 8,000 pupils and employing more than 1000 staff.

Our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally. Our schools are at the heart of their communities and as well as providing a broad, rich, and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

We are committed to making Anglian Learning a place where everyone feels valued and has equal access to the opportunities our Trust offers. We are always open to discussing flexible working opportunities or making reasonable adjustments to ensure you thrive in your role.

### Site Manager

Are you ready to embark on an exciting journey ?  
We are seeking an enthusiastic and dedicated individual to join our team.

### Do you have:

- A desire to help maintain our lovely and relatively new premises?
- The ability to work as part of a team, but also take own initiative to solve problems quickly and work independently?
- Patience and a sense of humour?
- A fun, kind and positive nature, with the ability to interact with staff and pupils, and communicate clearly and professionally?

Please see Job Description for more information.

<b>SALARY:</b>	Scale 5 point 12-17 (£27,711 - £30,060, pro-rata, and depending on experience)
<b>HOURS:</b>	Part Time 35 hours per week (plus additional hours as required) Term Time 40 weeks
<b>WORKING PATTERN:</b>	Monday-Friday, 7:30 – 10:30am and 2:30pm – 6:30pm, plus additional hours as and when required
<b>PENSION:</b>	LGPS Pension Scheme
<b>DISCLOSURE LEVEL:</b>	Enhanced DBS plus Barred List Checks
<b>LOCATION:</b>	The post holder will be based at Pines Primary School but will be expected to work across the Trust and to travel between sites.
<b>RESPONSIBLE TO:</b>	Headteacher

## MAIN RESPONSIBILITIES

### **General Role Purpose**

- Contribute to establishing a successful and thriving school, contributing positively and professionally as a valued member of the staff and Trust team;
- Be responsible to the Headteacher for the provision of an effective site management support service to the school;
- Ensure a safe, clean, tidy and well-maintained environment;
- Be responsible for all caretaking duties, portering, maintenance and security of premises and grounds;
- Ensure that the day-to-day running and maintenance of the premises is efficient and avoids wastage;
- Have knowledge of M&E services to ensure smooth running of facilities;
- Arrange statutory inspections and maintain logs through the use of the iAM compliance system.

### **Main Duties**

#### Security

**To establish and sustain the total security of the whole site, the premises and their contents. This includes:**

- Ensuring access when the premises are required to be open in agreement with the Headteacher. This includes for lettings out of school hours;
- Ensuring all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly at the end of the day and other appropriate times;
- Checking, at least monthly, all perimeter fences, security devices, fire appliances and alarms;
- Monitoring all security matters, reporting and advising the Headteacher and Anglian Learning as appropriate;
- Implementing approaches and oversight to prevent trespass, theft and unauthorised parking;
- Ensuring the maintenance and testing of the fire and intruder alarms. Securing annual inspection of fire prevention equipment;
- Being a registered key-holder to be called out to the school when necessary, and as emergencies arise.

### Health and Safety

**To ensure The Pines Primary School is a safe, secure, stimulating environment in which children can play and learn successfully. This includes:**

- Checking on a daily basis with the Headteacher/Office Manager for duties to be undertaken;
- Reporting immediately to the Headteacher/Head of Operations or Office Manager any accident, dangerous occurrence or practice, or threat to health and safety, and enter it on the incident logging platform;
- Ensuring that all working practices comply with Anglian Learning's and the school's policy;
- Completing all duties in compliance with the Health and Safety At Work Act and relevant nationally agreed Codes of Practice;
- Logging, investigating and taking suitable action relating to any complaint about security, cleaning, heating, repairs or maintenance, reported by staff or others, liaising with the Head of Operations.
- Undertaking job related training or courses as required;
- Ensuring that regular/annual checks are undertaken on services and equipment, arranging for suitably trained personnel to visit as necessary, liaising with the Office Manager;
- Providing general assistance to staff in a timely manner when required, including portering (eg moving furniture and equipment, setting up for Parents Evenings, School Productions etc);
- Providing safe access to the school in the event of inclement weather, snow, ice or flooding;
- To support and engage with the long-term strategies of Anglian Learning in terms ensuring compliance across the Trust.

### Maintenance

**To ensure that the whole site, including the premises, furniture and fittings, and the grounds are maintained in a good condition that reflects the high standards of education and professionalism expected by Anglian Learning. This includes:**

- Updating and using the iAM property compliance software, addressing activities and maintenance issues as required;
- Carrying out handyperson duties and repairs where possible, including repairs to furniture, fixtures and fittings.
- Recording, investigating and reporting all repairs requiring specialist work (eg. electrical);
- Carrying out minor decorating and paint repair tasks;
- Ensuring that lighting is maintained and fit for purpose, eg ensuring that lightbulbs, tubes, starter switches are replaced as required;
- Ensuring that the grounds, pathways and hard surface areas are swept and kept clear and safe regularly, including gritting when needed;
- Carrying out monthly Legionella temperature checks and flushing when required, logging all data;
- Supervising and liaising with the grounds maintenance contractors, gardeners and other workers to maintain the appearance of the grounds, and ensuring all safeguarding requirements are adhered to;
- To identify and assess any alterations, overseeing the work required and keeping an up-to-date record. This includes directing contractors, explaining repair needs, and inspecting completed work and resolving any issues, in liaison with the Head of Operations and the Office Manager.
- To carry out at least termly inspections of the whole premises and grounds, and to provide information to the Head of Operations for the Resources Committee of the Governing Body when requested.
- To ensure that water goods are of a high standard and drains clear of debris.
- To support the Trust Head of Operations, liaising with contractors to delegate tasks and information.

### Cleaning

**To ensure the school site reflects and contributes to the high standards of education expected at The Pines Primary School. This includes:**

- Ensuring the school is clean and tidy, creating a positive learning environment and setting high standards for the staff and pupils to contribute to, eg litter-picking, collecting and disposing of refuse, clearing animal waste, disinfecting bins as required;
- Overseeing and liaising with the cleaner in charge;
- Ensuring that toilets and sink areas are ready for use and that the soap, toilet rolls and towels are replenished as necessary;
- To ensure that all waste has been collected and disposed of (refuse and surplus materials) and ensure that playground litter bins are emptied as required;
- To clear up when pupils have been unwell in school or in the playground;
- To carry out emergency cleaning if required, and to undertake cleaning work if necessary to maintain the high cleanliness standards expected within the school.

### Other Duties

- Engaging with ongoing professional development, undertaking training if required;
- Engaging with any project work, identified by the Headteacher or Head of Operations which would:
- Be to the benefit of the school or Anglian Learning
- Would provide professional development;
- Undertaking any other duties or projects as directed by the Headteacher, Office Manager or Head of Operations commensurate with the post.

## Qualifications and Training

### Essential:

- Educated to GCSE Level with a good standard of literacy and numeracy
- GCSE grade C+/4+ or equivalent in English and Maths

### Desirable:

- Relevant Health & Safety qualifications
- Trade qualifications, e.g. electrical, carpentry, heating, plumbing
- First Aid At Work qualification
- Full and clean driving licence

## Experience

### Essential:

- Experience of working in a premises management role

### Desirable:

- Experience of working in an educational environment
- Experience of effective project management
- Experience of risk management
- Experience of producing reports on premises and operations
- Knowledge and relevant practical experience of building systems, eg heating, security, general maintenance



## Skills and Knowledge

### Essential:

- Demonstrate knowledge of security and methodology for both building and grounds without risking the health and safety of the school community
- Up-to-date knowledge of Health and Safety legislation and COSHH regulations
- DIY skills to undertake day to day repairs and maintenance of school buildings

### Desirable:

- Knowledge of relevant policies/codes of practice/ legislation relating to health and safety requirements within a school environment
- Skills in a trade such as electrician, carpenter, heating engineer, roofer, plumber
- Good understanding of electrical/heating installations
- Knowledge of PAT testing

## Personal Qualities

### Essential:

- A commitment to safeguarding the welfare of children and vulnerable adults
- Dynamic, energetic and driven to achieve excellence
- Resilience
- Good sense of humour
- Ability to remain calm in difficult situations
- Excellent attendance and punctuality
- A willingness to go the extra mile for the advantage of pupils, staff and community users of the school facilities
- An approach that demonstrates respect for children and young people
- Appropriate professional relationship with colleagues and pupils

# How to apply

## Dates

<b>CLOSING DATE:</b>	<b>21<sup>st</sup> July(We reserve the right to close this advert early)</b>
<b>INTERVIEW DATES:</b>	<b>22<sup>nd</sup> July</b>
<b>START DATE:</b>	<b>To be negotiated</b>

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about Site Manager and meet the person specification we invite you to apply for this exciting opportunity via [our vacancy page](#)

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact Becky Williams, Office Manager, on [office@pinesprimary.org](mailto:office@pinesprimary.org).

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

'This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org).'

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



# Get in touch

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**SOCIAL MEDIA:**

