ANGLIAN LEARNING

Welcome to our Trust

Site Operations Manager
Recruitment Pack
Sawston Village College



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Welcome to Anglian Learning



Thank you for your interest in the position of Site Operations Manager.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation 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 provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact People Services team at peopleservices@anglianlearning.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 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.



Educating more than 9000 pupils and employing over 1000 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity 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

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About Sawston Village College



Thank you very much for your interest in a position at Sawston Village College. We hope the information in this pack will encourage you to apply.

Sawston Village College is a highly successful and welcoming 11–16 academy where pupils are at the centre of all that we do. We work collaboratively to provide a positive, safe and calm learning environment in which all pupils can thrive. We have outstanding pastoral care and enrichment, with high standards of behaviour and strong relationships.

The College was named the 2025 State 11–16 Secondary School of the Year in The Sunday Times Parent Power list. Our focus is the achievement and wellbeing of our 1,198 pupils within a culture based on community, ambition, respect and endeavour.

In 2026, the College achieved outcomes significantly above national averages, including 60% gaining grade 5+ in English and Maths, 38% at grade 7 or above across all subjects, with pupils progressing successfully to their preferred post-16 pathways.

This success is based on a firm belief that all pupils, whatever their background or ability, can achieve their potential. We are determined to recruit, develop and retain excellent staff through high-quality professional development and a caring, supportive culture. As noted by our Ofsted report in May 2023, Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach.

Thank you, in anticipation, for the time you will give to your application.

Mr Jonathan Russell
Principal





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 range 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 People Service team at peopleservices@anglianlearning.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 offering a range of services to staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card





Role Summary

We are looking to appoint a dedicated and enthusiastic Site Operations Manager to join our team at Sawston Village College.

You will lead a dedicated site team comprising two Caretakers, a Maintenance Officer and a Site Assistant, working together to ensure the smooth day-to-day operation of the College and maintain a safe, welcoming and well-maintained environment for pupils, staff and visitors.

The successful candidate will:

- Line manage the site staff to ensure the effective day-to-day operation of the services at the College.
- Ensure the College complies with statutory inspection requirements and Health & Safety legislation.
- Have overall responsibility for the management of the facilities, ensuring that they are developed and maintained to the highest standard in order to provide an outstanding learning and working environment for pupils and staff, and a first-class resource for the community.
- Contribute to the success of the College by providing outstanding leadership and management to ensure Sawston Village College runs efficiently and effectively and can deliver its aims and priorities to its stakeholders.
- Work across the Trust in collaboration with other cross-Trust roles, supporting the Director of Operations in the delivery of consistent practices and services.

This is an exciting time to join Sawston Village College as we undertake a major regeneration project, including a new teaching block and improvements to our existing facilities. This significant investment will help create a modern, sustainable and welcoming environment for pupils, staff and the wider community.

We welcome applications from individuals who are committed to maintaining high standards and making a positive contribution to the continued success of the College.

Job Description
Site Operations Manager
Sawston Village College

ANGLIAN LEARNING

SALARY:	Cambridgeshire Scale SO1, point 23-25, £35,570 to £37,563 FTE.
HOURS:	Full-time, 37 hours per week, 52 weeks per year. Core working hours are 8:00am to 4:00pm, Monday to Thursday, and 8:00am to 3:30pm on Friday, with a 30-minute unpaid lunch break each day. Flexibility is required to meet the operational needs of the College.
PENSION:	LGPS Pension Scheme
DISCLOSURE LEVEL:	Enhanced DBS plus Barred List Checks
LOCATION:	The post holder will be based at Sawton Village College but but may be asked to work across the Trust and to travel between sites.
RESPONSIBLE TO:	Principal
RESPONSIBLE FOR:	Site Team (Two Caretakers, a Maintenance Officer and a Site Assistant)

MAIN RESPONSIBILITIES

- Line manage the site team and oversee the department to ensure that the work of the team maximises site security, delivers cost-effective maintenance and effective energy management. Contribute to site maintenance as necessary.
- Ensure that site working hours provide appropriate coverage to meet the College's operational needs.
- Undertake procedures for opening and closing the site, including setting and unsetting alarms, unlocking and locking the College, gates and buildings, and providing access for evening activities or outside normal opening hours as required, including Adult Education, Anglian Leisure and community use of the facilities. This includes responding to emergencies, such as snow or flooding.
- Respond to activations of the school alarm, liaising with the police and alarm company as necessary.
- Lead the preparation and monitoring of premises-related budgets, with advice from the school's Finance Business Partner and Principal.

Health and Safety Responsibilities

Under the direction of the Principal, ensure that site-specific health and safety policies are in place and upheld, including, but not limited to, the following:

- Ensure that risk assessments are undertaken, control measures are implemented and regularly reviewed.
- Formulate the school's emergency procedures.
- Organise termly fire drills and fire alarm testing.
- Arrange the repair, replacement or removal of furniture and equipment as required.
- Coordinate, book and review statutory inspections and testing, arranging any necessary remedial works. Maintain and upload relevant documents to the Property Compliance software.
- Ensure the correct procedures are followed for reporting, recording, investigating and following up on accidents and incidents.

Premises and Facilities Management

- Oversee and monitor the site team to ensure that effective ordering procedures for repairs and maintenance jobs are maintained within agreed regulations, and take responsibility for ensuring invoicing is correct. Monitor the quality of purchases and seek out new suppliers where appropriate. Where purchases and services do not reflect the College's expected standards, take action to improve and ensure quality where necessary.
- Ensure tendering processes are completed in accordance with appropriate financial procedures to ensure that the College receives value for money.
- Lead the production of Premises Plans, Critical Incident and Business Continuity Plans, liaising with other Trust schools where appropriate.
- Lead the management of any building works.
- Support capital refurbishment projects as required.
- Oversee and arrange the general maintenance of premises, reporting damage to the Principal. Undertake, in conjunction with the site team, routine maintenance and minor refurbishment of premises, fixtures and fittings.
- Ensure the operation and maintenance of all premises-related mechanical, electrical, heating and water systems, including arranging meter readings and returns as required.
- Lead on all aspects of risk management and control for the College, including maintaining adequate and effective insurance and risk assurance, where appropriate liaising with and taking direction from the Trust team, as insurance is procured centrally. Any claims made locally should be managed by the post holder.
- Oversee and work with the Finance Business Partner in maintaining an appropriate asset register for the College and ensuring compliance with procedures for the disposal of redundant equipment and assets.
- Lead on and work with other senior members of staff across the College and the Trust to develop cost-effective strategies for premises management, ensuring quality is maintained and improved.
- In liaison with the site team, ensure that daily site walks are conducted and that great pride is taken in maintaining the College site, removing litter, graffiti and damaged items immediately. Ensure that the College meets all health and safety requirements and that regular review and monitoring are in place.
- Oversee any planning, grant applications and implementation of new capital programmes where appropriate, working with the Finance Business Partner as required.
- Raise and follow through purchase orders.
- Take responsibility for the premises budgets and financial systems.

Site Operations and Contract Management

- Ensure that adequate procedures are in place for the following and that up-to-date records are kept and uploaded to the Trust's compliance systems. The post holder must ensure that relevant staff follow these procedures and that health and safety across the whole site is promoted at all times.

    - Evacuations, Fire and Risk Manual
    - Updating and maintaining the Trust's compliance systems on a day-to-day basis
    - Insurance and insurance claims

Site Operations and Contract Management (continued)

- Licences other than ICT licences, such as premises licences
- Inspections and testing, including statutory inspections, ensuring records are up to date and maintained on the Trust's compliance systems
- Key register, in conjunction with the site team
- Lockers
- Critical Incident Plans
- Inventories
- Site processes, including risk assessments and COSHH
- Lettings and Lettings Policy

- Create and oversee, in conjunction with the site team, the effective administration and upkeep of premises-related records, including:
  - Fire and Risk Manual, evacuations and assessments
  - Health & Safety, COSHH and risk assessments
  - Insurance
  - Inspections and testing
  - Issues and maintenance
  - Cleaning
  - Catering
  - Grounds maintenance
  - Key register
  - Inventories
- Be responsible for the arrangements and day-to-day running of the following services, as well as any other procurement contracts at College level, as directed by the Director of Operations:
  - Grounds maintenance
  - Cleaning
  - Minibus bookings
- Oversee the arrangements for the use of premises for lettings in accordance with the Trust's Lettings Policy, in conjunction with the Finance Business Partner and Principal.
- Attend and chair Health & Safety Committee meetings and undertake termly health and safety site walks for the College with the Premises and Operations Manager.
- Manage the College's relationships with external contractors as necessary.
- Prepare premises reports in advance of termly Health & Safety meetings with the Principal and Trust Health & Safety Advisor, and attend meetings when required.

Other Duties

- All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. This includes but not limited to undertaking annual safeguarding training and reporting and concerns to the appropriate person(s).
- To maintain a safe and healthy environment for parents, visitors, and staff
- To maintain own professional development and to participate and actively take part in the appraisal process of the Trust.
- To support the professional development of colleagues within the Trust
- Any other duty as requested by your line manager or senior leadership which is commensurate with the post.
- To visit schools within the Trust as and when required to fulfil the duties of the post.

Person Specification
Site Operations Manager
Sawston Village College

Qualifications and Training

Essential:

- GCSE Grade 4/C or equivalent in English and maths, with good literacy and numeracy skills.

Desirable:

- Relevant facilities management, health and safety or operations management qualification (e.g. NEBOSH, IOSH or Facilities Management).
- Full UK driving licence.
- First Aid at Work qualification.

Experience

Essential:

- Proven experience in facilities, estates or premises management, or a similar operational management role.
- Experience of leading and managing staff, contractors and day-to-day operational teams effectively.
- Experience of health and safety compliance, risk management and statutory inspections.
- Experience of managing budgets, procurement processes or contracts.
- Experience of producing reports on premises and operations.

Desirable:

- Experience of working in an educational environment.
- Experience of effective project management, including building works or refurbishment projects.
- Experience of overseeing lettings, events or community facilities.

Skills and Knowledge

Essential:

- Sound understanding of health and safety legislation, statutory compliance and risk management in the workplace.
- Knowledge of building maintenance, estates management and premises operations.
- Ability to plan, organise, prioritise and delegate work effectively to meet deadlines.
- Strong communication and interpersonal skills, with the ability to establish effective working relationships with staff, contractors and external partners.
- IT literacy, including the use of Microsoft Office and online record-keeping systems.
- Strong problem-solving skills and the ability to respond effectively to operational challenges.
- Ability to lead, motivate and develop others.
- Good attention to detail and a commitment to maintaining accurate records.

Desirable:

- Knowledge and practical experience of building systems, including heating, security and general maintenance.
- Up-to-date knowledge of COSHH regulations.

Personal Qualities

Essential:

- Reliable, flexible and resilient.
- Proactive, professional and solutions-focused.
- Approachable, trustworthy and discreet.
- Committed to safeguarding and high standards.
- Committed to professional development.

Desirable:

- Enthusiastic about improving the College environment.
- Willing to contribute to the wider College community.

How to apply

Dates

CLOSING DATE:	Sunday 6th December 2026 at midnight
INTERVIEW DATES:	Friday, 11th December 2026
START DATE:	To be confirmed, subject to satisfactory pre-employment checks

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 working with children, and meet the person specification, we invite you to apply for this exciting opportunity via www.anglianlearning.org.

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's People Services team via peopleservices@anglianlearning.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 (DBS) 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. As such, additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

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.

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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