



# **Brighter Futures Learning Partnership Trust**

**APPLICATION INFORMATION**

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## Job Description

**JOB TITLE:** Site Manager based at Dunsville Primary School for Brighter Futures Learning Partnership Trust

**BAND:** Grade 6 SCP 6-11 (£25,183 - £27,269 per annum)

**CONTRACT TYPE:** FULL TIME, PERMANENT (Split shifts of approximately 6:00am-9:15am and 2.00pm-6.00pm with one 2.30pm finish per week). A part-time job share would be considered to eliminate the split shift; however, our preference is for a full-time role.

**RESPONSIBLE TO:** Headteacher

### Job Purpose

To work proactively under the direction of the Headteacher, to ensure the upkeep of a high standard of cleanliness, maintenance and security to the school, and to ensure a clean and safe learning environment for the pupils.

- Supervisory responsibilities.
- Serious problems can be referred to the Headteacher.
- All duties will be carried out within recognised procedures.
- There will be a need to interpret information and to resolve differing problems.
- First point of contact for contractors to the school.
- Security responsibilities.
- Premises cleaning management.
- Building maintenance management.
- Budget management.
- Testing and inspection responsibilities.

### Principal Accountabilities – Cleaning, Building & Premises

- To promote and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
- To ensure designated areas are cleaned in accordance with the building cleaning specifications as directed by the Headteacher. This may include hallways, floors, removing graffiti as well as unpleasant and potentially harmful substances from surfaces.
- To carry out and ensure all aspects of cleaning within the school and on site are completed appropriately in line with Health and Safety guidelines.
- To be responsible for minor gardening works within the school grounds in order to ensure a presentable environment for pupils, staff and visitors.
- To monitor, order and take delivery of appropriate supplies and equipment to ensure stock levels are adequate and ordered within an agreed budget.
- To carry out minor repairs, identify defects such as faulty plugs, fuses etc. and report these to the Headteacher.

- To inspect school equipment as specified and carry out basic maintenance to the school building. This may include decorating, carpentry, basic plumbing and minor repairs such as faulty plugs, fuses, light bulbs and refurbishment projects, such as erecting shelves, partitions and work surfaces as directed within capabilities.
- To read all meters and record as required, including assistance with energy conservation procedures, and to operate heating and hot water supplies in accordance with agreed policy instructions and carry out frost precaution procedures.
- To move furniture as required. There is no provision for the task to include the wholesale placement and removal of chairs on a daily basis; however, chairs may need to be arranged on occasion as required.

### Site Security

- To take such measures as appropriate to protect the school and its content.
- To comply with regulations relating to security and confidentiality.
- To be “on-call” in the event of an emergency during school closure times and to contact the appropriate services in the event of an emergency such as fire, flood, break-in, vandalism and accident.
- To ensure access if provided to cleaning/contractors’ staff within approved time.
- To perform risk assessments if required, and to liaise with other agencies in order to ensure Health and Safety checks are carried out, and that Health and Safety standards are maintained.
- To supervise cleaning staff and record cleaning standards to ensure the requirements are maintained and that the school is a clean and pleasant environment.
- To act as the first point of contact for contractors to the school.
- To liaise on a daily basis with the Headteacher to discuss any areas of concern and to decide on the order of work required to be carried out by the postholder or contractors.

### Health and Safety Requirements

- To uphold the school’s policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Trust’s Health and Safety requirements, particularly with regard to agreed code of practice and safe methods of working.
- To carry out weekly checks to ensure that the building is meeting the required standards and review any risk to safety.
- To undertake Fire Safety checks as prescribed in the School Fire Safety Logbook and liaise with the Headteacher on any fire safety issues arising from these checks.
- To provide feedback to the Governing Body on the building in relation to Health and Safety.

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.**



## Person Specification

**JOB TITLE:** Site Manager based at Dunsville Primary School

**BAND:** Grade 6 SCP 6-11

**CONTRACT TYPE:** FULL TIME, PERMANENT (Split shifts of approximately 6:00am-9:30am and 2.30pm-6.00pm with one early start / finish per week). A part-time job share would be considered to eliminate the split shift; however, our preference is for a full-time role.

Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>At least 2 years' experience or transferable skills from a similar role(s).</li> <li>Experience of working with a range of contractors and third parties.</li> <li>Understanding of managing a rolling programme of maintenance.</li> <li>Strong administrative experience and managing own workload.</li> <li>Practical building or maintenance skills.</li> <li>GCSE Maths &amp; English Grade C or equivalent.</li> <li>Experience of managing cleaning, security and grounds maintenance services.</li> <li>Experience of working in a school, academy or other educational based background.</li> </ul>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p></p>	<p></p> <p></p> <p>✓</p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p></p>
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>GCSE Maths &amp; English Grade C or equivalent.</li> <li>First aid qualification or willingness to undertake training.</li> <li>Working towards or already achieved a nationally recognised Health and Safety qualification (IOSH/NEBOSH).</li> </ul>	<p></p> <p>✓</p> <p></p>	<p>✓</p> <p></p> <p>✓</p>
<b>Knowledge and Skills</b>		
<ul style="list-style-type: none"> <li>Knowledge and understanding of Health and Safety requirements.</li> <li>Creative approach to problem solving.</li> <li>High levels of ICT skills, particularly in the use of MS Office packages.</li> <li>Good written and oral communication skills with internal and external people at all levels.</li> <li>Knowledge of routine preventative maintenance.</li> <li>Awareness of data protection and confidentiality.</li> </ul>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p> <p></p> <p></p>
<b>Personal qualities</b>		



## How to Apply

Thank you for considering joining our trust. Further details and application forms are available by visiting our website at [brighterfutureslpt.com](http://brighterfutureslpt.com). If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- Why you are applying for this position.
- How your experience to date will enable you to successfully take on the role.
- What you see as the barriers to success and how you will overcome these.

Applications should be received by 9am on Wednesday 13<sup>th</sup> August 2025. Please apply to [vacancies@dunsville.doncaster.sch.uk](mailto:vacancies@dunsville.doncaster.sch.uk)

Interviews are to be confirmed.

\*Please note that if you have not been contacted by Friday 22<sup>nd</sup> August 2025, you have not been shortlisted for interview.

## Good luck with your application.