



The Collegiate Trust
Exceptional Education for All



SITE MANAGER

Kenley Primary School



Application Pack

Kenley Primary School

Role Location	Kenley Primary School, 20 New Barn Lane, Kenley, Whyteleafe CR3 0EX		
Salary/Grade	P24 (£35,120) – P28 (£38,744)		
Details	Permanent	Full-time (36 hours per week)	52 weeks per year (including 23 days paid annual leave plus bank holidays)
Start date	As soon as possible		
Application Closing Date	Friday 22 nd August 2025 12:00 p.m.		
Interview Date	Thursday 28 th August 2025		

A message from the CEO

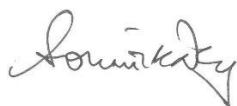
Thank you for your interest in joining *The Collegiate Trust (TCT)*. I hope that this information pack will help you to learn more about our fantastic family of schools and that you are excited by the prospect of joining us.

The Collegiate Trust is a dynamic place to work. Our mission is to collaborate to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 9 schools with c.7000 pupils and 1000 employees. We take our responsibility as an employer very seriously, always striving to do best by our staff and focusing on wellbeing, development and achievement.

Please do not hesitate to get in touch for an informal discussion if you feel that this role and our Trust may be right for you. We would be delighted to receive your application.

Yours sincerely



Mr Soumick Dey
Chief Executive Officer



Why work with us? The benefits

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits – please click [here](#) to see more details.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our approach to Performance Development ensures that each and every member of staff is flourishing. Whether you are at the very beginning of your career or are looking to develop your experience, *The Collegiate Trust* is a great place for professional growth. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

We are an inclusive and supportive Trust who understands that our employees have commitments beyond work. We have a generous approach to flexible working, annual leave, compassionate leave and supporting our staff in times of difficulty. Your wellbeing is of utmost importance to us!

An introduction to the role

A message from the Head of School

We are seeking an enthusiastic, motivated and skilled person to join the Kenley team. The Site Manager is accountable to the Head of School for the general safety, maintenance and upkeep of the school premises and grounds, and for providing a safe, secure, clean, and warm environment for all children, staff and visitors. We are looking for a dedicated individual who will be a proactive member of the school community. Flexibility and commitment are essential characteristics of the role, in addition to demonstrating common sense and initiative at all times.

The job description and person specification shown in this pack will give you a good indication of who we are looking for, including the skills and experience that would make for our ideal candidate.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and The Collegiate Trust may be right for you. To apply, please submit an application via the TES portal, outlining your suitability for the post. If you have any queries or would like an informal discussion about the role, please contact me at office@kenleyprimary.org.uk.

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Head of School, Kenley Primary School

About Kenley Primary School



The Collegiate Trust
Exceptional Education for All

Kenley Primary School is a one-form entry school of 155 pupils, set within a unique and spacious site. It is a friendly, nurturing and community-focused school with high expectations for all pupils. We provide a stimulating and happy environment in which staff, parents and governors work together to enable the school to provide a creative, balanced, and meaningful curriculum, which ensures all children receive what they need to thrive. We are a vibrant school that does our absolute best to ensure all our children flourish throughout their time with us, thriving as individuals as well as achieving their academic potential, ready for their secondary school education and beyond.

Our school values of **Ambition, Community and Responsibility** are at the heart of everything we do and these values support our children to not only strive for their best academically but also to develop into well-rounded, kind and empathetic members of their community. Our children understand that differences are to be celebrated and actively promote the Kenley Way of: ***Be Ready, Be Respectful and Be Safe.***

We have wonderfully spacious grounds, including an established forest school, complete with a pond, fire pit and large nature trail. There are many areas for outdoor learning including our EYFS, Year 1 and nurture provision outdoor areas, an outdoor classroom, two separate, well-equipped playground areas and a large school field. We have a separate dining room, which is also used as a dedicated cooking area, a separate computer suite, as well as iPads that are used to support learning within and outside of the classroom. The NEST, our developing nurture provision, includes indoor and outdoor spaces where children can receive personalised learning and interventions.

It is always our aim to appoint colleagues that share our vision, values and commitment to making a difference to our pupils. If you are a team-player and are ambitious for our pupils as well as your own professional development in order to provide *an exceptional education for all*, we would be delighted to receive your application to become a part of our team.

You can find out more information about Kenley Primary School on our website:

[Kenley Primary – Part of The Collegiate Trust](#)

About The Collegiate Trust

“Exceptional Education for All”

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 9 schools. The new addition of a further secondary school in 2025 has brought our Trust to c.7000 pupils and c.1000 employees.

Each school within the Trust is supported by our Central Team who work with Principals and their teams on school improvement, teaching and learning, finance, facilities and operations, IT, HR and governance issues. This support allows the Principal and Local Governing Body (LGB) to focus on delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust’s Board of Directors.

Our strong culture of ambition is focussed clearly on **PEOPLE** and **LEARNING**. We ensure that the best interests of all those in our communities are always at the heart of our decision-making.

The work of *The Collegiate Trust* is informed by our core values of **Ambition** and **Collaboration** leading to the intended outcomes of **Achievement** and **Enjoyment**.

There are three particular themes that drive our work and can be described as our *keys to success*:

Partnership – We work hard to cultivate strong professional relationships with each other, with our pupils, with their families and the wider community as we see this as the foundation on which our Trust is built.

Progress – To us, progress means much more than academic improvement. We place a great focus on personal and professional growth for all members of our community and it is this emphasis on continuous improvement that enables our pupils to fulfil their potential.

Preparation – Whether for the next stage of education, for work or for a future that is uncertain, it is our view that the prime purpose of school is to prepare young people for the rest of their lives. It is our intention to prepare all pupils to achieve their goals and to go on to enjoy happy and successful futures.



You can find out more information about our Trust on our website:

<https://tct-academies.org/>

What will I be doing?

Job Description and Details

Contract:	Permanent, Full-time (36 hours per week)
Salary:	£35,120 – £38,744
Grade:	P24 – P28
Location:	Kenley Primary School, 20 New Barn Lane, Kenley, Whyteleafe CR3 0EX
Reporting to:	Head of School

Purpose of the Post: To ensure that the learning environment within the school is maintained to a high standard, including security of the school buildings and site; Health & Safety; upkeep and maintenance of school buildings and grounds; and building developments and projects.

Main Responsibilities

Security

- To be responsible for the adequate and effective security of the school buildings, site, and property.
- To coordinate provision of designated key holder (call out response), providing out of hours and emergency access to the school site.
- Responsibility for the regular checking and operation of school security systems (alarms and CCTV).
- To report any issues arising to the Principal/Estates Manager.
- Maintain the school's Key Register.
- Flexibility to undertake such duties, appropriate to the post as may from time to time be required to ensure the smooth running of the school.

Health and Safety

- Act as Health & Safety Officer for the school.
- Ensure that the school is fully compliant with all relevant Health & Safety, COSHH, and Fire Safety regulations.
- Undertake regular H&S checks of the school buildings, grounds, fixtures, and fittings, including fire equipment, reporting any concerns to the Principal, or Estates Manager.
- Undertake related risk assessments.
- Investigate and report on any H&S issues arising from accidents or incidents.
- Assist with the H&S induction and training of staff as directed.

Maintenance Services

- To be responsible for the general upkeep and maintenance of the school buildings, grounds, and services.
- Ensure key operational systems such as heating, plumbing, and lighting are safe and effective.
- Ensure that effective plans, guidelines, and instructions are maintained for all plant, equipment, and utilities.
- To be responsible for, and keep a record of, an annual maintenance and service programme, utilising Every Compliance. This is to include regular maintenance checks, and to ensure any recommendations and follow-up actions are taken.
- To regularly review any contractors/suppliers of the maintenance and service programme, to ensure value for money is achieved.

- To report and advise on any future potential costs/risks that may be identified from the annual maintenance and services programme, utilising the CAPEX survey.
- To procure the annual DEC.
- Ensure the smooth running of day-to-day contracts, such as waste disposal.
- Maintain and improve the learning environment by carrying out routine inspections, identifying, and implementing repair work.
- Oversee a continual painting and decorating and improvement programme

Building Developments

- Contribute to the strategic planning of the development of the school buildings, grounds, and facilities.
- Liaise with the Principal and Estates Manager on building projects.
- Oversee all major building projects, reporting any issues to the Principal or Estates Manager.
- Safeguarding and provision of utilities.

Caretaking

- Support the school with caretaking tasks, including cleaning responsibilities.
- Setting up for events, moving furniture and equipment, litter picking (daily).

General

- Other general office duties when required to do so by a member of the Leadership Team, including administration tasks to retain compliance, utilising Every Compliance.
- To wear uniform (featuring the school logo) at all times.

The above is not an exhaustive list, and the successful applicant may be required to carry out additional duties as required by the role.

Why am I right for this job?

We know that some applicants may not entirely meet all elements of the Person Specification but may still make an excellent addition to our team by bringing additional skills and experiences that add value to the role. If you think your skills and experience, make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria! The notes below indicate whether a particular element is essential for you to be considered.

Person Specification

Experience	
Evidence of making an effective contribution to a team	Essential
Previous experience in the building trade or accomplished in DIY	Desirable
At least 2 years' experience of working as a caretaker or in a similar role in a school, or similar environment	Desirable
Skills & Attributes	
Excellent communication, interpersonal, and organisational skills	Essential
Ability to build trust and credibility quickly across different school contexts	Desirable
Ability to apply a methodical approach to problem-solving	Desirable
Ability to manage a complex and varied workload	Essential
Ability to work unsupervised and on own initiative, self-motivating and with the ability to multi-task	Essential
Ability to meet tight, conflicting deadlines when required, whilst maintaining attention to detail	Essential
Willingness to work flexibly and being proactive when suggesting change	Desirable
Have a good standard of dress and personal hygiene	Essential
Commitment to equal opportunities, inclusion, and safeguarding	Essential
Willingness to accept support from others and to promote individual and team development	Essential
Motivated and reliable	Essential
Committed to safeguarding and promoting the welfare of children and young people	Essential
Suitability to work with children	Essential

All our staff MUST be able to fulfil the following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there has been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which case we can advise on alternatives)

How to apply

If you feel that this role and our Trust may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, identifying clearly how you meet the Person Specification.

If you have any queries or would like an informal discussion about the role, please do not hesitate to contact us at HR@tct-academies.org.

Safeguarding Statement

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the school's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974, and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent", unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Please note that if you are added to a Barred List then it is against the law to work, apply for work or volunteer in Regulated Activity with children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service (DBS)*. Appointment will be dependent upon further health, safeguarding and attendance checks.