

## **School Site Manager (Full-time, Permanent)**

### **About our School**

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our 285 pupils are Day Pupils. We educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-designed boarding house. Music permeates the whole life of the school and is central to our ethos.

Every day at St Paul's Cathedral School, ordinary children achieve extraordinary things, with the support of a dedicated and collegiate staff team. Our philosophy is that all achievement must be rooted in wellbeing.

The Good Schools Guide has described us as 'pastorally superb' and a 'joyful place', noting that our parents feel that our location and exceptional ethos give pupils a strong sense of being rooted in a community.

### **Job Description:**

We are seeking a highly organised Site Manager, line managed by the school's Director of Finance and Operations (DFO). The successful candidate will be responsible for the safe, efficient and effective management of the school site, buildings and grounds – and for overseeing the work of the cleaning team whom this post holder line manages.

The postholder will be responsible for ensuring that St Paul's Cathedral School provides a secure, well-maintained and welcoming environment for pupils, staff, parents and visitors, supporting the wider staff team in ensuring the smooth day-to-day operation of the school.

This is an excellent opportunity for a committed and enthusiastic person to join one of the UK's most vibrant and successful prep schools.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Site & Facilities Management**

- Oversee the day-to-day management, maintenance and security of all school buildings and grounds.
- First point of contact for any Maintenance queries
- Ensure the site is safe, clean, well-presented and fully operational at all times.
- Carry out routine inspections and arrange repairs, maintenance and improvements as required.
- Manage planned preventative maintenance schedules.
- Prepare rooms and facilities for school activities, events and external use as required.

### **Health & Safety**

- Ensure compliance with all relevant health and safety legislation and school policies
- Conduct and maintain risk assessments, fire safety checks and emergency procedures
- Act as a key point of contact for health and safety matters across the school
- Maintain records relating to statutory compliance (e.g. fire alarms, Legionella, electrical and gas testing, asbestos)

### **Security**

- Be responsible for the opening and closing of the school site during the holiday periods
- Monitor site security, including access control and CCTV
- Respond appropriately to emergencies, alarms and call-outs

### **Contractor & Supplier Management**

- Liaise with contractors, suppliers and service providers
- Supervise works on site, ensuring work is completed safely, to specification and within agreed timescales
- Ensure contractors comply with safeguarding and health and safety requirements
- Liaise with the St Puls Cathedral works department

### **Team & Operational Support**

- Line-manage the in-house cleaning and laundry staff
- Provide practical support for school events, performances and functions
- Support the wider operations and administration team as required

## Other Duties

- Working closely with the DFO to support the smooth operation of the whole school
- Assisting with the documentation of processes and system improvements.
- Bringing any concerns or opportunities for improvement promptly to the attention of the DFO.
- Understand and follow school, and cathedral policies
- Any other duties as deemed reasonable and necessary by the DFO or Head

## Person Specification:

The successful candidate will have excellent organisational and communication skills, a keen eye for detail and an ability to work as part of a team.

As the first point of contact for the Site team, they will have the ability to positively engage with parents, pupils, staff and visitors.

They will have previous experience of working in a busy school or organisation, and the ability to work on their own initiative with excellent IT skills.

Experience working within a school context, would be beneficial, but is not essential.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant facilities management qualifications</li> <li>• Health and Safety qualification (e.g. NEBOSH)</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualifications in building maintenance</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in site, facilities or estates management (ideally within a school or similar environment)</li> <li>• Strong knowledge of health and safety regulations and best practice</li> <li>• Practical maintenance and problem-solving skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing contractors and small teams</li> <li>• Knowledge of compliance requirements in an educational or heritage setting.</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• <b>Customer-Focused:</b> A friendly, approachable demeanour when dealing with enquiries from staff, contractors, and pupils</li> <li>• <b>IT Literacy:</b> Excellent proficiency in office software (Word, Excel, and Outlook) and financial accounting software</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Organizational Skills:</b> Ability to manage multiple tasks and prioritise effectively, meeting deadlines.</li> <li>• <b>Attention to Detail:</b> Accuracy and precision in scheduling and record-keeping.</li> <li>• <b>Time Management:</b> Ability to work efficiently under pressure, managing multiple deadlines and tasks.</li> <li>• <b>Communication Skills:</b> Excellent written and verbal communication skills, with the ability to liaise effectively with staff, contractors, parents and pupils.</li> <li>• <b>Problem Solving:</b> Proactive and capable of resolving scheduling conflicts or issues as they arise.</li> <li>• <b>Alignment</b> with the school's philosophy of achievement rooted in wellbeing.</li> <li>• <b>A collaborative approach</b>, with a growth mindset.</li> </ul>	
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### Terms and Conditions

This post is employed (contract) and offers a competitive salary with a generous Employer Defined Contribution pension scheme.

This is a full-time post, 07:30-16:30 starting in April 2026. This is a school-based role working on-site. Lunch is provided.

Attendance at termly INSET is also required, as is attendance at the compulsory Cathedral services including Advent and Palm Sunday (falling on Sunday's).

We are committed to supporting the professional development of all our team members; all staff may apply for support with relevant training courses.

Employees may also be entitled to discounted school fees for dependent children, subject to the standard admission process and the availability of places.

### Application

All applications must be made via the School's application form (available on the school website), accompanied by a letter addressed to the Head, Mrs Judith Fremont-Barnes.

Please submit your completed application and letter to tkeller@spcs.london.sch.uk. The closing date is: 9.00am Monday 23<sup>rd</sup> February 2026. The school reserves the right to interview before the closing date.

In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks including an enhanced Disclosure and Barring Service certificate.

**Safeguarding:**

Safeguarding is the responsibility of all staff at St Paul's Cathedral School, and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care. Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.

All job descriptions may be adapted to suit the skillset and experience of the post holder and are kept under regular review. Job descriptions are not comprehensive; the post-holder may at times be expected to carry out other tasks and undertake training in line with business need when reasonably requested by the Head.