



Rosemead Preparatory School &  
Nursery

**Site Manager**

Employment Status: Full-Time, Permanent

Application closes: Monday 4 August 2025

Required From: September 2025

Interviews: W/C Monday 11 August 2025

# Welcome to Rosemead

Welcome to Rosemead Preparatory School & Nursery, Dulwich, an independent co-educational day prep school for children aged 2 to 11. Our motto, Inspiring Brilliant Futures, is at the forefront of all we do. We focus on providing a unique education to each and every child, nurturing their individual strengths, interests and needs.

At Rosemead, we strive to provide a balanced curriculum that nurtures the holistic development of each child. While academic achievement is important, we firmly believe that education should encompass much more than just exams and grades. Our approach is centred around ensuring that your child receives a well-rounded education that includes a strong emphasis on Music, Art, Drama, and Sport, without compromising on academic excellence.

Our curriculum is designed to be creative and engaging, with each year group exploring topics that serve as the focal point of their learning. We encourage cross-curricular connections, where subjects are linked to a central theme, often supported by a captivating novel. This approach not only enhances their understanding but also fosters a love for learning that goes beyond the confines of the classroom.

We take pride in being a co-educational institution, recognising the immense value of a diverse learning environment. We believe that all children benefit from learning together, developing vital social skills and building strong, respectful relationships that will serve them well in their future endeavours. The world is a co-educational environment and we believe that school should be too.

Rosemead is a proud part of the St Dunstan's Community of Schools, with this presenting many new opportunities for staff and pupils.

## Working for Rosemead

We seek to be the employer of choice in the Sector, with staff wanting to work at Rosemead as a consequence of its clarity of purpose and vision, our unique identity and reputation, and a sincere commitment to staff development, creativity and voice, wellbeing, diversity and equality, and a culture of trust and transparency. Some of the benefits of working for us include:

- Tuition fee remission and no registration fees (up to 50% paid by employer)\*
- Free lunch and beverages, during term time
- Salary Sacrifice Schemes
- Free winter and summer social events
- Annual flu immunisation

\*conditions apply

## Our Commitment to Safeguarding Children

Rosemead Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Safeguarding Policy which can be viewed in the Policies section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Our Designated Safeguarding Lead (DSL) is Lisa Meredith-Bennett (Deputy Head Pastoral). Our Deputy DSLs are: The Head, Graeme McCafferty, Katie Simmons (Deputy Head Academic) and Kate Tyrell (Deputy Head Academic and SENDCO).





# THE ROLE

Reporting to the Head of School Operations (HSO), the Site Manager (SM) will contribute to the growth and development of the school's maintenance service and be accountable for the delivery of quality, efficient and collaborative services. The SM will have day-to-day oversight of all aspects of the site, including maintenance, security, health and safety, grounds and facilities, ensuring all required contracts and inspections are in place to evidence compliance.

With support from the HSO and members of the St Dunstan's Education Group (SDEG) Estates team and Health & Safety Manager, the SM will be responsible for:

- Premises Management
- Health and Safety
- Security
- Budget and Resource Management
- Staff Management and Development
- Liaison and Communication
- Emergency Procedures & Support

The SM will report directly to and be line-managed by the HSO. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The SM has line management responsibilities for the school's Facilities Assistant.

The main purpose of the role is to assist the HSO in running a busy school, providing an exemplary site & grounds maintenance service, often assisting in refurbishment / development programmes using contractors, as well as the 'day to day' running of the school.

The role is based at the school, but travel to other sites may be required from time to time as part of SDEG's wider work at other locations.

The SM will need to be flexible in both their approach and the hours they work. Evening and weekend work will be required from time to time, when dictated by the works and/or events schedules.



# JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses:

## **General**

- Work within school's and SDEG's policies and procedures
- Contribute to the provision of an effective environment for learning
- Support the promotion of positive relationships for staff, parents and outside agencies
- Take care of your own and other people's health and safety
- Be aware of the confidential nature of issues
- To line manage, supervise and co-ordinate the Facilities Assistant and ensure the smooth, efficient, running of the service
- To attend relevant meetings / committees, particularly health and safety and security
- To assist the HSO with budget monitoring, reviewing expenditure and procurement

## **Premises Management**

- Oversee and manage the school's buildings, grounds, and facilities, ensuring they are in excellent condition
- Organise and supervise regular maintenance, repairs, and cleaning services
- Liaise with contractors, suppliers, and service providers to ensure efficient and cost-effective delivery
- Ensure the timely and effective response to issues relating to the school's physical environment
- Play a key role in supporting school events and lettings, including setting up and clearing spaces
- Working with teaching staff to ensure setting up is arranged to their requirements
- To assist the HSO to monitor energy use, heating systems, and environmental efficiency
- Provide a clean, safe, and welcoming environment for pupils, staff, and visitors
- Undertake minor DIY repairs and oversee planned and emergency maintenance tasks

## **Site Security**

- Oversee the security of the premises, ensuring all access points are secure
- To open the school each morning, and provide security checks at night
- To provide a security presence as required e.g. the school gates in the morning, parents' evenings, after school events
- Monitor and manage the school's security systems, including alarms, CCTV, and other surveillance technologies

## **Emergency Procedures & Support**

- Be on-call for emergencies outside of normal working hours, attending site and ensuring cover over holiday periods, addressing urgent issues relating to the premises
- To support the HSO in managing the on-call progress, ensuring that contractors are accessible to carry out emergency works
- Implement appropriate emergency procedures for intruders or unforeseen security breaches
- Provide support during special events, school trips, and other activities that may require additional facilities management

## **Maintenance & Repairs**

- To ensure that the facilities and services delivered meet the needs of all stakeholder activities, including day-to-day curriculum needs and co-curricular programmes, as well as out of hours events
- To organise daily schedules of planned and reactive maintenance, fully utilising the school's systems to monitor and allocate tasks, proactively identifying service issues and to ensure daily maintenance works are carried out efficiently
- Retaining appropriate records and any project works related documentation
- Carry out non-specialist building maintenance work, e.g. plumbing, glazing, carpentry, decorating etc, where such work is agreed as being within the reasonable capacity of a normal handyperson/DIY skills with strict adherence to Health and Safety regulations
- To assist the HSO in the development of maintenance programmes to cover reactive, cyclical, and planned maintenance and repair works, including arrangement of all contractors
- To project manage the school's holiday works programme, liaising with stakeholders to prioritise projects
- To liaise with and support external contractors on site, always ensuring supervision
- To assist the HSO with reports and tenders for works, reviewing quotes as required to obtain best value for money
- To contribute to the development of an approved contractor / suppliers list

## **Health & Safety**

- Assist the HSO ensure the school complies with all relevant health and safety legislation, including fire safety, manual handling, hazardous materials handling, and other regulations
- Maintain up-to-date knowledge of health and safety regulations, best practices, and emerging risks

- Assist the HSO by overseeing health and safety compliance, ensuring the site meets all relevant regulations (e.g., COSHH, Legionella, and manual handling).
- To ensure that compliance and health and safety are integrated as part of the team's work practices and culture and fully aligned with SDEG's Health & Safety Policies
- To be vigilant for any health and safety hazards, mitigating risk immediately and appropriately and reporting this to the HSO as soon as is possible
- To assist the HSO to ensure that risk assessments for all school buildings, grounds and activities are produced / reviewed on at least an annual basis and that action points are followed up as appropriate. This includes ensuring that relevant risk assessments and safe systems of work are in place for all estates related tasks with the appropriate adherence evidenced and reviews undertaken, as well as training and supporting other staff with the creation of risk assessments.
- To assist the HSO develop and maintain robust systems for inspections, risk assessments, and record-keeping, including the use of software systems like IAM Complaint
- To assist with any health and safety and / or accident investigations as instructed to do so by SDEG's Chief Operating Officer
- To assist the HSO in ensuring compliance with all legislation, relevant records are maintained and remedial actions are taken promptly
- To assist the HSO to ensure Fire Risk Assessments and relevant policy and procedures are fully compliant
- To undertake routine Fire Alarm checks, Fire Drills with the whole school, and keep appropriate records
- To liaise with, and maintain, all annual service contracts including fire extinguishers, fire alarm, security alarm;
- To ensure the asbestos plan is maintained and to ensure that all regulations relating to asbestos are complied with.
- To ensure that all other premises compliance checks are completed as and when required, e.g. legionella, electrical gas etc..
- To ensure that there is appropriate maintenance of the vehicle fleet and related drivers
- Maintain adequate supplies of caretaking requirements and cleaning materials and keep records, including a COSHH register
- Ensure the safe storage and handling of cleaning products, equipment, and materials.
- Monitor the workshops, storage areas and equipment to ensure safe working practices
- To assist the HSO liaise with external cleaning companies, and supervise, direct and train cleaners where needed
- To assist the HSO ensure full compliance with SDEG's pre-contractor process to ensure all contractors have the necessary health and safety approvals in place, including risk assessments, method statements and permits to work



### **Staff Management and Development**

- Supervise and manage the Facilities Assistant, ensuring high standards of work are maintained
- Carry out performance reviews and set development objectives for the Facilities Assistant

### **Liaison and Communication**

- Work closely with the Head and the HSO to ensure facilities meet the operational needs of the school
- Help HSO to communicate effectively with staff, students, and parents regarding any premises-related issues or developments

### **Budget and Resource Management**

- Order and maintain inventory of necessary equipment and supplies
- Ensure the efficient use of resources and that all spending remains within allocated budgets

### **Personal Responsibilities**

- To be committed to your own development through the effective use of the school's and SDEG's Continuous Professional Learning (CPL) programmes
- Be committed to and comply with the school's and SDEG policies and procedures relating to child protection, health & safety, welfare, security, diversity & equality, confidentiality and data protection, reporting any concerns to the appropriate person
- To always work collaboratively and act in the interests of the school and SDEG
- To support the delivery of the school's and SDEG's strategy as it relates to this post

### **Special Working Conditions**

The school and SDEG operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere on-site.

Schools are physically demanding environments, and the SM can expect to be involved in activities which may require physical exertion, e.g., moving equipment or setting up for events as and when required, always observing health and safety regulations and practices.



## **Data Protection**

In the course of employment at the school, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the school's &/or SDEG's interests.

## **Professional Specification and Personal Attributes**

The post holder must have good interpersonal and communication skills and be able to liaise with external stakeholders and staff at all levels in a friendly and professional manner.

He/she must be able to work in a team and will also be expected to work independently on specific tasks. The post holder will be expected to work in a tidy and organised manner. The nature of the role means that an ability to carry out a broad range of physical work is essential.

The post holder will be required to hold a current full UK driving licence and also to hold or be willing to gain appropriate First Aid qualifications.

# PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
<u>QUALIFICATION/S AND TRAINING</u>		
A good standard of education (GCSEs or equivalent, including Maths and English)	X	
A recognised trade qualification		X
Evidence of continuous professional development	X	
<u>EXPERIENCE</u>		
Experience of supervising others	X	
Experience of managing maintenance projects	X	
Experience of undertaking internal and external maintenance tasks to a high level of competence		X
Experience of working in facilities &/or property management	X	
Experience of working in an educational environment		X

<b><u>SKILLS AND KNOWLEDGE</u></b>		
Ability to deliver excellent, customer-focused services	X	
IT proficiency at standard level (Spreadsheet, Word Processing, Database, Email, Web based applications)	X	
Good written, verbal and communication skills, including strong presentation skills	X	
Good interpersonal skills with an ability to interact with a wide range of stakeholders, including team members, site users and contractors	X	
Effective planning, organisation and time management skills, with the ability to prioritise a varied workload, meet deadlines, work under pressure, solving problems as they arise	X	
Ability to work unsupervised, use initiative and manage time	X	
Strong understanding of health and safety, environmental and fire safety regulations		X

<u>PERSONAL QUALITIES</u>		
A willingness to undertake training to update existing skills and knowledge of best practice and current digital developments	X	
A willingness to be flexible and adaptable and to work out of school hours as may sometimes be required	X	
The ability to lead and motivate a team	X	
Ability to work under pressure and meet tight deadlines	X	
Hard working, professional work ethic, with a desire to deliver high standards	X	

# THE PACKAGE

The post is full time, with core operations hours between 07:00 to 18:00 Monday to Friday, although evening and weekend working will be required depending on the events and lettings schedules, for which time off in lieu (TOIL) will be given, in agreement with the HSO.

**Salary:** £35,000 per annum (from 1 September 2025)

**Hours of Work:** 40 hours per week, Monday to Friday

**Pension** Aviva (salary sacrifice)







