



Birchwood High School

your dreams, your future, our challenge

Deputy Site Manager

Recruitment Pack





*At Birchwood, we are part of something special, welcoming all,
supporting all, and encouraging all.*

*Together, we enjoy the exploration of ideas, the excitement of
learning, and the celebration of our achievements in a school
where we feel safe.*

CONTENTS

Welcome From Our Principal	3
About Birchwood High School & The Local Area	4
Key Facts And Statistics	5
Job Description	6
Person Specification	8
Important Application Information	9
How To Apply	10

WELCOME FROM OUR PRINCIPAL, SAM GRIFFIN



Dear Applicant,

Thank you for your interest in joining the team at Birchwood High School. We are a school that is proud to be more than just a place of learning — we are a thriving, inclusive community where every member is valued, supported, and empowered to succeed.

At Birchwood, we believe in unlocking personal potential: nurturing ambition, fostering growth, and ensuring that every student thrives in an environment where they feel safe, inspired, and encouraged. Our commitment to this ethos was reflected in our most recent Ofsted inspection (January 2025), where we were judged to be 'Good' in all areas.

We are incredibly fortunate to have a dedicated and talented team of staff who share our vision. Teaching at Birchwood means working alongside passionate professionals who go above and beyond to create enriching experiences for our students. Whether through academic progress, pastoral support, or curriculum enrichment, we strive to strike the right balance—offering challenge, support, and opportunity in equal measure.

If you share our commitment to inclusive education and want to be part of a school where your contribution is valued and where you can truly make a difference, we would love to hear from you.

We look forward to welcoming you to Birchwood.

your dreams, your future, our challenge.

Sam Griffin,
Principal

ABOUT BIRCHWOOD HIGH SCHOOL & THE LOCAL AREA

Birchwood High School is a thriving, inclusive secondary school that welcomes students of all abilities. With a student body of over 1,450, including a vibrant Sixth Form, we offer a diverse and ambitious curriculum that supports academic success, personal growth, and future aspirations.

Our ethos—**Welcome all, Support all, Encourage all**—is at the heart of everything we do. We are proud of our strong links with the local community and our reputation for exceptional pastoral care, SEND provision, and enrichment opportunities. Students benefit from modern facilities, including specialist teaching spaces, a dedicated Sixth Form centre, a well-equipped library, and extensive sports amenities, ensuring a dynamic and engaging learning environment.

At Birchwood, we believe in preparing our students not only for academic success but also for life beyond school—empowering them to become confident, capable, and happy young adults ready to take on the world.

Nestled in the heart of the Hertfordshire countryside, Bishop's Stortford is a thriving and historic market town that offers the perfect balance of connectivity, charm, and community. Bordering Essex and with direct train links to London Liverpool Street, Cambridge, and Stansted Airport, the town is ideally positioned for commuters and families alike. The M11, M25, A120, A10, and A414 provide excellent road access to key destinations across the South East.

Beyond its exceptional transport links, Bishop's Stortford boasts a rich heritage, vibrant town centre, and a strong sense of community. The area offers a mix of independent shops, cafes, and restaurants alongside well-known high-street brands. Residents enjoy a variety of leisure facilities, green spaces, and cultural attractions, as well as easy access to beautiful countryside and picturesque villages.

Birchwood High School is located in the north-east of Bishop's Stortford, within a welcoming residential area and surrounded by open green spaces, including mature woodland.

KEY FACTS AND STATISTICS



RATED '**GOOD**' IN ALL AREAS
JANUARY 2025



BISHOP'S STORTFORD



SINGLE ACADEMY TRUST
(Est. 2011)



YEAR 7-13



1179 - STUDENTS YR 7-11
227 - SIXTH FORM STUDENTS

21%

SEND

11%

FSM

13.6%

EAL

12.4%

PUPIL PREMIUM

“

The supportive community of teachers and fellow students has empowered me to reach my full potential academically and personally.

BIRCHWOOD ALUMNI

”



JOB DESCRIPTION

JOB TITLE	Deputy Site Manager
SALARY / GRADE	Grade H5, SCP 9 (Range 9 - 14)
HOURS OF WORK	Full time, 37hrs per week / 52 weeks per year
RESPONSIBLE TO	Site Manager

Purpose of the Job

Reporting to the Site Manager, the post holder will be responsible for managing, prioritising and monitoring of their own work and that of the Site Team.

To ensure the school grounds and buildings are clean and well maintained as a safe and healthy environment for all users of the school premises. Make a significant contribution to the maintenance of the buildings, fixtures and fittings.

Duties and Responsibilities:

Management

- Weekly meeting with Site Manager to be briefed on works, diary and discuss outstanding jobs.
- Supporting or Deputising for the Site Manager to:
 - ensure daily tasks are completed by the Site Team and Contracted Services.
 - ensure security tasks are completed by the Site Team
 - ensure products are ordered.
 - ensure all contractors are checked into site and display the school visitor's pass. Liaise with contractors on site and assist where applicable.
 - ensure all damages to be reported to Site Manager
 - ensure Fire/alarms/emergency lighting / sprinkler system are checked weekly.
 - ensure Intruder alarm is checked daily.
 - operate the school's heating plant.
 - undertake toilet inspections.
 - monitor gas/electricity meters.

Daily Tasks

- Provision run – toilet rolls, towels, water etc
- Graffiti removal
- Litter clearing
- Deliver portage to relevant area
- Preparing for school events and exams
- Fire Log book and equipment (training will be given)
- To lead on or assist with routine maintenance tasks

Security and Keys

- Opening and locking of school
- Setting intruder alarms
- Closure of windows
- Completion of daily security locking up check list
- Re-set Fire Alarms
- Operate CCTV system as required



JOB DESCRIPTION

- Keys – logged in and out
- Ensure lost keys are reported immediately to the Site Manager
- Attend callouts for Intruder and Fire emergencies.

Ordering & Budgeting

- Identify products for future ordering for improving school environment.

General Site Maintenance

- The post holder is to carry out any general site maintenance as directed by the Site Manager on a daily basis

Repairs & Maintenance

- Ensure basic repairs carried out – carpentry/plumbing/electrics /fixtures and fittings
- Report to Site Manager when outside contractor is required
- Supervision of PAT testing and log book

Porterage

- Take deliveries to designated areas as quickly as possible
- Liaise with the Examinations Officer on exams set up and ensure all requirements are met
- Ensure furniture and equipment moved as required.

School Open Evenings & Events

- Ensure all areas are clean and tidy
- Car-parking – attend where required
- Erection of rope and signage as requested

School Holidays

- Operate school open and closure 8.00 am – 4.00 pm
- Execute diary for jobs/contractors and staffing from Site Manager
- Monitor contractors on site in Site managers absence
- Any major problems to be reported to relevant personnel

Training

- Identify any relevant training courses to the Site Manager

Relationships

- The post holder is responsible and accountable to the Site Manager
- The post holder interacts with all staff and should establish and maintain productive relations with them

This post is subject to an enhanced DBS disclosure and the post holder must be committed to



Birchwood High School

your dreams, your future, our challenge

Recruitment Pack



PERSON SPECIFICATION

v

	Essential	Desirable
Qualifications and experience:	<p>Experience of providing site maintenance / security on a large site</p> <p>Good understanding of Health & Safety</p>	<p>Knowledge of working in a school environment</p> <p>Health and safety qualifications</p> <p>COSHH certified</p>
Knowledge and skills:	<p>Ability to undertake DIY tasks</p> <p>Excellent organisational skills</p> <p>Ability to remain calm under pressure</p> <p>Ability to supervise and monitor the work of others</p> <p>Ability to manage own time effectively</p> <p>Good reading and writing skills</p> <p>Ability to undertake general mathematical calculations</p>	<p>Good knowledge of security, heating plan and other building systems</p> <p>First Aid certificate or willingness to gain one</p>
Personal qualities:	<p>To be able to communicate and interact with other members of staff effectively.</p> <p>To be able to work within a team environment.</p> <p>Able to work flexibly in responding to situations as they arise.</p> <p>A personal manner in keeping with the school ethos towards parents, staff, children, the wider community.</p>	



IMPORTANT INFORMATION

JOB TITLE	Deputy Site Manager
SALARY	Grade H5, SCP 9 (Range 9-14) from FTE £26,409 per annum plus £706 outer fringe allowance
HOURS OF WORK	37hrs per week
TERM	Permanent, Full Time
START DATE	September 2025
CLOSING DATE	3 rd September 2025, 9am
INTERVIEW DATE	w/c 8 th September 2025

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact our HR Manager via admin@birchwoodhigh.org.uk, or phone 01279 655936.

Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2024).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

HOW TO APPLY

Application Form

Applicants must use the staff application form provided on MyNewTerm (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Referees should be your last two employers, and you should provide their official organisation email address for us to contact.

Please contact our HR Manager via admin@birchwoodhigh.org.uk if you have any questions.



Parsonage Lane,
Bishop's Stortford
Hertfordshire
CM23 5BD

 admin@birchwoodhigh.org.uk

 01279 655936

 www.birchwoodhighschool.co.uk