



## Job Details

Job title: Hub Site Manager

Salary: Scale 6 –£31,537 – £33,699 FTE, 37 hours per week

Location & Hours: Various Schools, 08:00–16:00, Monday–Friday (flexibility around the needs of the schools)

Contract type: Full year, permanent

Reporting to: Hub Business Manager

Start date: September 2025 (or as soon as possible)

Principal Contacts: Pupils, parents, visitors, teachers, other school support staff, Hub Business Managers, estates and facilities team, contractors and suppliers.

### Key Purpose:

The Hub Site Manager plays a vital role in ensuring the smooth, safe, and compliant operation of designated school sites across the Trust. With a commitment to excellence, the postholder will lead and coordinate site operations to ensure environments are safe, well-maintained, and conducive to exceptional education.

They will be responsible for planning and overseeing preventive maintenance,

capital projects (in line with approved plans), and remedial works, ensuring statutory and regulatory compliance is maintained to the highest standard. They will champion professional standards across premises teams, fostering a culture of accountability, continual improvement, and service excellence.

Through effective coordination, training, and use of Trust systems, the Hub Site Manager will ensure timely, accurate reporting and provide expert support to school-based site teams, setting the benchmark for premises management across the Trust.

In addition to responsibilities within the Trust, the Hub Site Manager may also be called upon to deliver services to schools outside of the Trust. This could include carrying out health and safety checks, site inspections, and offering expert guidance or support as required. These services will be delivered in line with the Trust's standards and expectations, ensuring that all schools benefit from the same high-quality approach to compliance, maintenance, and safety.

## **Key Duties and Responsibilities**

### **Security:**

- Attend call-outs when required, including outside of regular working hours.
- Conduct inspections for vandalism, maintenance needs, and the security of doors and windows.
- Liaise with emergency services and initiate response procedures when necessary, including during intruder alarm activations.
- Where they are in place, support with security contracts.
- Participate in emergency evacuation procedures, deputising for School/Trust Leadership as needed.

### **Maintenance:**

- Oversee the maintenance and improvement of school buildings and grounds, ensuring availability for school use and external users as required.
- Coordinate planned preventative maintenance (PPM) and capital projects in line with approved plans.
- Proactively carry out minor works to improve school sites.
- Inspect and maintain external elements such as fences, gates, walls, steps, and lighting, performing repairs where necessary.

- Operate and monitor heating, lighting, and plumbing systems, addressing or reporting any defects.
- Manage the use, maintenance, and security of plant, machinery, and equipment on site.
- Report defects requiring specialist repair to the Hub Business Managers, Headteacher, or Estates and Facilities Manager.
- Inspect electrical fittings and report defects as needed.
- Serve as the point of contact for, and liaise with, building contractors.
- Purchase materials for repairs within authorised budget limits.
- Undertake repairs to fixtures and fittings, including desks, tables, and chairs.
- Carry out redecoration tasks across the Trust's schools.
- Oversee repairs and maintenance, identifying Trust-approved external contractors when required.

#### **Health & Safety and Compliance:**

- Follow safe working practices when performing duties, adhering to instructions from technical consultants, contractors, and manufacturers.
- Keep up to date with Health and Safety guidance and implement necessary changes.
- Ensure regular school compliance inspections (e.g., weekly tests) are conducted, with accurate records maintained on the Trust's CAFM system, including online risk assessments.
- Adhere to manufacturer guidelines and COSHH regulations for the mixing, use, and storage of cleaning materials.
- Regularly check and ensure that emergency exits are unobstructed.
- Complete required training for the Fire Warden role and oversee the duties of other designated Fire Wardens within the school.
- Conduct regular checks of firefighting equipment.
- Inspect outdoor areas for hazardous materials and ensure safe removal, including handling emergency spillages.
- Comply with all Health and Safety at Work Regulations.
- Support the Estates and Facilities Manager in completing Site Health Check Documentation.

## Site Standards:

- Clear blockages in sink waste traps, ensure toilet cleanliness, and clean areas affected by bodily fluids in accordance with Health & Safety regulations.
- Ensure the removal of waste to appropriate disposal points and complete any urgent daytime cleaning tasks that cannot be deferred to cleaning staff.
- Ensure the supply and availability of hygiene materials.
- Ensure external areas through sweeping, cleaning, weeding, pruning, litter picking, and clearing drains and gullies.
- Ensure that entrances are clean and free of obstructions, including the removal of leaves, snow, ice, and moss; apply treatments such as salt when necessary.
- Perform external window cleaning where required.
- Synchronise clocks and time switches as needed.
- Undertake portage duties, including assisting with deliveries to and from the school.
- Monitor the Building Management System (BMS) daily; investigate and report faults within two hours of detection to the appropriate maintenance teams.

## Management:

- Monitor the performance of cleaning staff to uphold high cleaning standards; address issues with the Hub Business Manager and Estates and Facilities Manager.
- Maintain and regularly review outstanding jobs and contracts using the CAFM software.
- Keep accurate records of statutory and compliance testing; identify faults and report them to the Estates and Facilities Manager.
- Monitor stock levels of consumables (e.g., fuel, grit, toiletries, light bulbs/tubes) and arrange replenishment in line with procedures.
- Coordinating other team members, including site operatives and in-house cleaning teams.
- Obtain best-value quotes for works on site in line with the Trust's finance policy.

- Carry out and review risk assessments as required, keeping them up to date. Make safe and secure the premises pending specialist repair when incidents occur.

#### **Other Duties:**

- Perform premises maintenance tasks across Trust sites as directed by the Estates and Facilities Manager and Hub Business Manager.
- Undertake additional duties, training, and/or hours of work as reasonably required, in line with the job's general responsibilities.
- Carry out health and safety duties as outlined in the Trust and School Health and Safety Policies.
- Administer first aid and manage supplies related to first aid provisions.
- While the main duties and responsibilities of this post have been outlined, not every individual task may be specified.
- Comply with reasonable requests from management to perform similar-level work that may not be detailed in this job description.

#### **Generic Responsibilities**

- Complete any necessary training as required.
- Be aware of and adhere to relevant policies, procedures, working practices, and regulations, including:
  - The Health and Safety at Work etc. Act 1974.
  - Safeguarding policy and procedures.
  - Equal Opportunities Policy and the Trust Code of Conduct.
  - Confidentiality and data protection obligations (including the Data Protection Act).
  - Safer recruitment requirements, including right-to-work checks and holding/obtaining an Enhanced DBS.

The Trust reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy and Code of Conduct.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager.

The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

# Person specification

Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Basic trade skills such as:               <ul style="list-style-type: none"> <li>○ Plumbing</li> <li>○ General decorating</li> <li>○ Building maintenance</li> </ul> </li> <li>• Full Clean UK Driving License</li> <li>• Numerate and Literate</li> <li>• Site maintenance / supervision experience in an education environment or similar</li> <li>• Minimum of two years' experience working in a building maintenance role</li> </ul>	<ul style="list-style-type: none"> <li>• Trade qualifications such as:               <ul style="list-style-type: none"> <li>○ Plumbing</li> <li>○ General building maintenance (NVQ Level 2)</li> <li>○ First Aid certificate</li> <li>○ Health and Safety qualification i.e. IOSH or equivalent</li> </ul> </li> <li>• To be trained in the control of asbestos regulations 2012</li> <li>• To be trained in Legionella Awareness</li> <li>• Qualifications in English and Maths</li> <li>• Willingness to undertake further trade qualifications</li> <li>• Experience of working in a school setting or within a youth environment</li> <li>• Experience of working across multiple sites with multiple requirements and considerations</li> <li>• Experience of working with Building Management Systems</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Excellent attention to detail and a methodical approach to work</li> <li>• Flexible and adaptable to the changing demands of the role</li> <li>• Strong ability to work independently and collaboratively as part of a team to achieve high standards</li> </ul>	

	<ul style="list-style-type: none"> <li>• Self-motivated with the ability to work with minimal supervision</li> <li>• Effective time management and organisational skills, with the ability to prioritise competing tasks</li> <li>• Committed to delivering work to a high standard and taking pride in achieving excellent results</li> <li>• Proficient in the use of IT systems relevant to premises management and reporting</li> <li>• Sound knowledge and understanding of what constitutes high-quality site maintenance, compliance, and safety standards</li> <li>• Ability to be assertive and confident when managing pupil behaviour</li> <li>• Sound judgement and awareness in supporting a calm and safe school environment</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Positive, enthusiastic, and solution-focused</li> <li>• Reliable, punctual, and trustworthy</li> <li>• Well-organised and calm under pressure</li> <li>• Honest, responsible, and takes pride in their work</li> <li>• Strong team player with good people skills</li> <li>• Clear and confident communicator, able to engage effectively with staff, pupils, contractors, and visitors in a practical, school site-based setting</li> </ul>	



	<ul style="list-style-type: none"> <li>• Flexible and able to adapt to changing needs</li> <li>• Calm, reassuring presence and a positive influence on the school communities</li> <li>• Respects and supports school staff, with an understanding of their pressures</li> <li>• Confident to work with senior leaders when required</li> <li>• Committed to equality, safeguarding, and ongoing learning</li> <li>• Values integrity, fairness, and professionalism</li> </ul>	
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# How to Apply

Application forms are available on our website ([The Rivers C. of E. Academy Trust – Vacancies](#)) – please email completed Support Staff application forms to [HR@riverscofe.co.uk](mailto:HR@riverscofe.co.uk) by **5pm on 26/08/2025**.

Please note if you have not been contacted by 29/08/2025 then you have not been successfully shortlisted on this occasion.

There is no need to submit a curriculum vitae. Interviews will be held 05/09/2025.

*The Rivers C of E Academy Trust are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.*

*The Rivers C of E Academy Trust reserves the right to withdraw the job should a suitable candidate be found at any time during the recruitment process.*

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Academy Trust – Home](#)  
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