

ALDER COPPICE PRIMARY SCHOOL

Achievement through Commitment



SITE MANAGER RECRUITMENT PACK

Required as soon as possible

Closing date: 10am Tuesday 29 September 2026

ALDER COPPICE PRIMARY SCHOOL

Achievement through Commitment

Northway ~ Sedgley ~ Dudley ~ West Midlands ~ DY3 3PS
(01384 - 816610)
NOR – 350 (including Nursery)

SITE MANAGER

Salary Grade 5 Points 7-11 (£26,403 - £28,142 pro-rata)

37 hours per week

(All year round)

We wish to appoint a **Site Manager**, to join this successful primary school. The successful candidate will be an enthusiastic, committed professional, who ideally has had experience working in a similar role, preferably in a school.

This is an exciting opportunity to work in a school that is committed to achievement for all its pupils and ongoing professional development for staff.

We are looking for a candidate who will take pride in keeping our site clean, tidy, safe and welcoming. As Site Manager you will have exceptionally high standards for health and safety and be confident with:

- ❖ Writing and reviewing policies and risk assessments
- ❖ Carrying out and recording regular compliance checks
- ❖ Managing and monitoring contractors on site.

In addition, we are seeking someone who:

- ❖ Has excellent communication and organisation skills
- ❖ Is highly motivated and has a 'can do' attitude
- ❖ Is able to work as part of a team and independently, when necessary
- ❖ Is able to use their own initiative
- ❖ Can prioritise workload as necessary
- ❖ Is friendly and welcoming to our parents, pupils and visitors
- ❖ Understands confidentiality

In return we offer:-

- Commitment to your professional development
- A hard-working and supportive staff team.

If you have any questions regarding the post please contact Mrs S Linney, (Headteacher's PA) via slinney@alder.dudley.sch.uk

Application packs can be downloaded from the School Website www.alder.dudley.sch.uk.

Applications must be submitted on the School's Application Form, available on the School Website.

Closing date for applications: 10am Tuesday 29 September 2026

Safeguarding

Alder Coppice Primary School operates a safe recruitment process in line with Keeping Children Safe in Education and appointment to the post will be subject to suitable references, online checks and an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Information about the School

Alder Coppice Primary School was built in 1967 and is situated in a pleasant part of Sedgley about a mile north-west of the town centre on the Northway Estate.



It was originally two separate infant and junior schools (5–7 and 7–11 respectively), with a nursery unit being added in the 1970s around the same time that the infant and junior schools became first and middle schools in September 1972. However, the first and middle schools merged to form a primary school in September 1988, and the two departments reverted to infant and junior in September 1990, when the age of secondary transfer was reduced from 12 to 11.

Alder Coppice Primary School is a two-form entry primary school in all year groups, except Reception, where there is one class. There are approximately 350 children on roll. The School is a Foundation School, having previously been Grant Maintained, and is within the Dudley Local Authority. The School is accommodated in two buildings, separated by an internal service road. Both buildings have a hall, a library and offices. The Lower School building consists of the Foundation Stage and Key Stage 1 classes, a series of small group teaching and meeting rooms. The Upper School building houses all of the Key Stage 2 classes and the Staff Room. There is one mobile classroom and spacious grounds which contain four play areas and a playing field.

Mission Statement

EMBEDDING EXCELLENCE

Every Lesson Counts

Lessons planned and delivered with attention to detail to ensure pupil progression.

Pupil Progress =

One year of visible learning progress for one year of input, regardless of academic achievement when they begin.

Vision Statement

A school renowned and acknowledged for its focus on all aspects of pupil development and excellent teaching, for the quality of learning delivered through an exciting and stimulating curriculum, based on high expectations of all.

Ethos Statement

We respect each other, expect our best and learn in a happy school.

Our Values

Respect - Responsibility - Honesty - Caring – Consideration

Respect & Responsibility Code

Stay Safe - Be Kind - Work Hard

Information about the Post

Thank you for your interest in the **role of Site Manager** at Alder Coppice Primary School.

Information about the Post

We wish to appoint for as soon as possible to join this successful primary school a Site Manager

Salary Grade 5 Points 7-11 (£26,403 - £28,142 pro-rata)

Working House

37 hours per week

Morning hours

Monday – Friday – 5.00am – 9.00am

Afternoon hours

Monday – Thursday – 2.45pm – 6.15pm

Friday 3.15pm – 6.15pm

The post is all year round.

Annual Leave

Less than 5 years' service – 26 days + Bank Holidays

More than 5 years' service – 31 days + Bank Holidays

To be taken during school holidays following agreement with the Headteacher.

The usual pattern for holiday working will be 8am – 4pm. The Site Manager is required to be on site for a minimum of 3 days during the Christmas holiday and 3 days in the Easter holiday to oversee cleaning and maintenance tasks. The usual summer holiday working pattern is Weeks 1, 5 and 6 with Week 5 being the deep clean week.

Visits and Further Information

If you would like to visit the school to meet us and have a tour, please get in contact. To book a visit or for any additional information about the post please email the Headteacher's PA, Mrs Sally Linney via slinney@alder.dudley.sch.uk

Application Process

Please complete the School's Application Form which includes a Personal Statement, which should outline:

- >how your experience to date will enable you to fulfil the job description;
- >how you meet the requirements detailed in the enclosed job specification.

Application Forms, should be returned to the Headteacher's PA by, **Tuesday 29 September** via email to slinney@alder.dudley.sch.uk

As a Foundation School we have our own Application Form. Please note that this Form is different to the standard Local Authority one.

Please make sure that you use the School Form when applying as we will not consider applications made on other Forms.

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Timescale**Opportunities to visit the School – by arrangement**

Please contact the Headteacher's PA – Mrs S Linney – slinney@alder.dudley.sch.uk

Closing date:

10am Tuesday 29 September 2026

Interviews:

It is intended that interviews will be **held by Friday 23 October 2026**, so if you have not been contacted by this date, we thank you for your application, but regret that you have not been successful on this occasion.

Thank you for your interest in this role.

If you feel that you can become a key member of our school community, fulfil the varied requirements of this post and have the relevant knowledge, skills and experience, we look forward to receiving your application.

Sample Job Description

SITE MANAGER

Context

To contribute to the development of a strong, effective school with an emphasis on aspiration and attainment, delivered through strong classroom practice and a firmly held and demonstrated belief in the role of the School in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all pupils and to the development of the School's community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The School's ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.

The post holder will be energetic, enthusiastic and will take great pride in how our School looks and functions. A good range of skills and experience including building and grounds maintenance, general DIY and cleaning is a requirement together with communicating effectively with a range of people including children, staff, parents visitors and contractors and awareness of health and safety issues. To be approachable, well motivated and be able to work on your own initiative.

Job Purpose

The School Site Manager is responsible for a wide range of duties and responsibilities connected with the security, day-to-day running and maintenance of the fabric and grounds of the School.

Main Duties

Security

- Be a Key Holder for the site.
- Have a master card for the access system.
- Ensure visitors and contractors adhere to appropriate safety and security arrangements;
- Carrying out security procedures for the School buildings and grounds;
- Opening and closing of School premises, including gates, doors, windows, fire exits etc, for the purpose of School use, lettings, out of School hours functions, maintenance and emergency services;
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed;
- Liaise with maintenance contractors as required;
- Liaising as necessary with the emergency services, including calling out of emergency services as required;
- Reporting acts of vandalism to the Headteacher and/or Police as necessary;
- Courier duties as required by the Headteacher, including taking cash to be banked as and when required with a member of the Admin Team;
- Performing security duties at the School gate before/after School as required.

Lettings

- Complying with instructions received from the Headteacher concerning letting procedures and carrying out as per lettings agreement;
- Where requested by the Headteacher, be on site during the course of lettings to give any assistance to the hirer of the facilities hired;
- To ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities;
- To ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting;
- Check as required and relevant, the specific areas within the School that have been used for lettings. Ensure the hirer has left the specific areas they have hired in a reasonable condition.

Heating

Check and control system functions, regularly check heating system, with due regard to appropriate safety requirements;

Report all defects to a qualified heating Engineer and Headteacher.

Annual Leave Cover

Holidays to be taken during school holidays, subject to the approval of the Headteacher.

Delivery/Post

Take delivery of post, store materials and other goods.

Unpack and store stock in conjunction with the Headteacher/Admin Staff.

Furniture Moving

Move such items of School furniture as required, with due regard to current Health and Safety/Lifting and Handling Regulations;

Set out chairs, tables in hall and other rooms for function events.

Cleaning

- Have Line Management responsibility for supervising the work of the cleaning staff;
- Ensure all areas are cleaned to required specification;
- Ensure provision of appropriate cleaning materials etc.;
- Ensure that cleaning machinery and equipment is maintained, liaise with appropriate companies;
- Report defects as they arise;
- Ensure appropriate health and safety regulations relating to cleaning are adhered to;
- Occasional cleaning of school areas in the absence of regular cleaning staff.

Elections

Comply with instructions with regard to arranging the necessary facilities for the School to be used as a Polling Station as required by the Returning Officer (when applicable).

Energy Conservation

- In conjunction with the Headteacher, implement all agreed policies;
- Read, record and report all meter readings as required by the Headteacher;
- Inform Headteacher of any concerns;
- Liaise with the Energy Conservation Officer;
- Collate data for DEC annually.

Emergencies

- Clean sickness and spillages as required;
- Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate;
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply;
- Ensure access for emergency services; assist as necessary and secure premises as required;
- Arrange repairs etc. with contractors with prior approval of the line managers.

Internal Maintenance

- Report all defects which require specialist repair, inspect electrical fittings and report defects as required;
- Replace lamps and domestic fuses as required;
- Regularly inspect plumbing and report/repair defects as appropriate;
- Synchronise clocks, time switches etc, as required;
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate;
- Order and take delivery of materials to deal with repairs mentioned above;
- Subject to safety regulations, re-decoration of any area, agreed as reasonable on instruction from Headteacher;
- Be responsible for the supply and availability of all hygiene materials;
- Remove graffiti etc, as required by the Headteacher;
- Carry out minor repairs to the School equipment as agreed with the Headteacher;
- Purchase materials for minor repairs;
- Carry out minor works in order to improve the site as required by the Headteacher;

External Maintenance

- Ensure Health and Safety walk round of the whole School to include a litter pick each morning.
- Maintain cleanliness and general tidiness of all external hard areas;
- Empty litter bins on a daily basis;
- Clean and clear all drains and gullies to ensure effective and healthy operation;
- Inspect outside fabric of School, report/repair defects as appropriate;
- Inspect all fences, gates, walls, steps, lights etc;
- Report/repair defects as appropriate;
- As required by the Headteacher, remove all graffiti;
- Undertake designated gardening duties;
- Cleaning of glass on doors to include the main entrance door;
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc;
- Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillages;

- Pruning and clearance to ensure unrestricted access and use of premises including perimeter fencing;
- Liaise with grounds maintenance contractors;
- Some gardening duties, mowing area around areas of the School and weeding to keep area tidy as and when required;
- Carry out internal/external window cleaning where required;
- Carry out minor works in order to improve the site, as required by the Headteacher;
- Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the Headteacher/Line Manager;

Additional Duties

To undertake, in accordance with any direction, which may reasonably be given to you, from time to time by the Headteacher/Headteacher's PA particular duties as may reasonably be assigned to you.

Performance Management

To participate in the School's Performance Management system.

You must be aware of and comply with policies and procedures relating to child protection, health, safety and security, and data protection, reporting all concerns to an appropriate person.

General Data Protection Regulations (GDPR) UK

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations UK.

Health & Safety

Everyone in the School shares the responsibility for Health & Safety.

All staff must be mindful of the School's Health & Safety procedures and relevant policies when carrying out their day-to-day duties and responsibilities. Any concerns should be addressed or reported immediately to the Headteacher's PA or Site Manager.

Safeguarding & Child Protection

In accordance with the School's commitment to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people. You are required to have satisfactory Enhanced DBS clearance.

Confidentiality

To treat appropriate discussions and information received during the course of the job as confidential.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Alder Coppice Primary School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Statement of Accountability

You are accountable to the Headteacher for your work in the School.

Your Line Manager is the Headteacher's PA.

Working/Contracted Hours

The working day in term time is normally 37 hours per week to be worked depending upon the needs of the service. In addition this includes lettings outside of school hours for which there will be appropriate remuneration. The School has a commitment to working with the community.

You will also be required to attend INSET days, in relation to your role.
This will be discussed and agreed with the Headteacher.

Term time (37 hours per week) all year round.

Review

This job description will be reviewed during the Autumn Term or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed _____ Site Manager

Signed _____ Line Manager

Date _____

Job Specification

Attributes	Essential	Desirable	Evidenced Through
Qualifications & Training	English and Maths GCSE Grade 4+ or equivalent	Level 1 Safeguarding Ladder Training First Aid Training	Application Form & Original documentation (Paper Qualifications)
Experience	Site Management/Caretaker in a relevant setting Supervision of other staff Holding others to account (e.g. supervised staff and/or contractors)	Site Manager in a primary school	Application Form Application Form Application Form/Reference
Attendance & Reliability	Very good attendance and reliability Very good time keeping Professional commitment		Reference Reference Interview
Professional Knowledge & Skills	Commitment to safeguarding children Understanding of safeguarding and safety when working around young children Understanding of buildings, maintenance and health and safety requirements for a school environment Knowledge of Health and Safety legislation and relevant COSHH regulations Very good communication skills both verbally and in writing Ability to meet deadlines	Knowledge and skills of different trades e.g. carpentry, electrics, plumbing	Application Form Interview Reference Application Form Interview Application Form Interview Interview Reference

Attributes	Essential	Desirable	Evidenced Through
	DIY skills to carry out minor repairs, maintenance and redecoration Ability to use a computer and technology or a willingness to undertake relevant training to become competent at using technology as required for aspects of the role		Application Form Application Form Reference Interview
Personal Qualities & Attributes	Well organised Attention to detail Excellent self-management skills, including the ability to organise and plan one's own time effectively Ability to establish good and productive working relationships, and work well in a team Flexibility to work as needed in line with the needs of the job, including being on call		Application Form Interview Application Form Reference Application Form & Personal Statement Application Form Interview References