

## Underwood West Academy

**School Site Manager: Starting March 2026. Permanent**

32.5 hours per week, 52 weeks per year.

**Hours of Work:** 6am – 1pm Monday to Friday. (Finish time and the number of working weeks is negotiable for the right candidate)

**Grade 6:** SCP 11 to 17 – Salary from £28,142 pro rata. (Actual salary from £24,719)

Underwood West Academy is seeking to appoint an experienced, proactive, and highly motivated Site Manager to become a key part of our vibrant school community. This is a fantastic opportunity for someone who takes pride in creating safe, inspiring, and inclusive environments where children can thrive.

### Why This Role Matters

The Site Manager plays a vital role in the life of our school. You will lead on ensuring our site is safe, secure, clean, and welcoming for children, staff, families, and visitors; enabling exceptional teaching, learning, and wellbeing.

They will assist the Vice Principal with Health & Safety management across the school and therefore relevant Health and Safety training is desirable (or willingness to complete training). The successful applicant will have a good level of numeracy and literacy and experience of completing inspections/checks/monitoring reports. These are all completed digitally in school, therefore confidence in using basic software is needed.

Key duties include being a key-holder, completing and updating reports, checking fire alarm points, monitoring water temperatures, checking equipment, snow clearance and gritting in bad weather, general maintenance jobs around the school and other duties as required.

The successful applicant will also be expected to carry out, to a high standard, simple plumbing repairs and basic joinery, repair of some equipment, decorating and some grounds maintenance. Experience in a similar role would be advantageous.

Visits to school are warmly welcomed and encouraged and can be arranged by emailing [bursar@underwoodwest.cheshire.sch.uk](mailto:bursar@underwoodwest.cheshire.sch.uk)

Hours and working weeks are negotiable but will include opening school at 6am

**Key responsibilities:**

- Maintain the school building and its grounds to a high standard and be able to organise tasks, prioritising the most important first
- Health & Safety
- Manage records, information, and data, via the Trust compliance system (SmartLog)
- General buildings improvement and maintenance
- Liaising closely with contractors

- Ensuring security, hygiene, maintenance and repairs within the buildings and school grounds are in good working order.

### **What we are looking for:**

- Someone that has strong experience in premises, estates, facilities, or site management
- Is solution focused, organised, and able to manage a varied workload
- A highly motivated individual that is able to prioritise tasks and work with autonomy
- Takes pride in upholding high standards across the school environment
- Communicates well and works collaboratively with staff and external partners
- Is proactive, reliable, and committed to the wellbeing and safety of children
- Brings practical skills and/or relevant qualifications (e.g., health & safety, trade skills, premises management)
- Have good IT skills
- Highly committed to safeguarding and promoting the welfare of children, holding the strong expectation that all staff share this commitment too.

This is an excellent opportunity for a dedicated Site Manager to join a successful, progressive and happy school.

In return, we can offer:

- A school community with a warm, positive, caring ethos
- Continued professional development
- Experience of working in a thriving, successful primary school
- Benefit from Blue Light Card offers

We are a member of The Aspire Multi Academy Trust and offer a mutually supportive ethos with excellent opportunities for professional development.

The school and the Trust are committed to safeguarding and promoting the welfare of our children. **For all shortlisted candidates, reference checks and online searches will be completed prior to interview.** All successful candidates are subject to satisfactory references, medical checks, right to work in UK and safeguarding checks (including enhanced DBS and a declaration of disqualification (Childcare Disqualification regulations 2009).

**Closing Date: 23<sup>rd</sup> February 2026 at Noon (completed applications forms to be emailed to:  
[bursar@underwoodwest.cheshire.sch.uk](mailto:bursar@underwoodwest.cheshire.sch.uk))**

**Application forms can be found here: [AET Application Form](#)**

**Interviews: Week commencing 23<sup>rd</sup> February 2026**

