



Riverside School

Site Manager (x2) – Join Our Facilities & Premises Team

Location: Multi-site role across the school estate (base site assigned)

Contract: Full-time, permanent (36 hours per week, 52 weeks per year)

Salary: BR9 (approx. £37,262 - £39,278 pa)

Line Manager: Facilities Manager

Start Date: As soon as possible

We are seeking two highly motivated and skilled **Site Managers** to join our infrastructure team. These roles are central to ensuring our school estate is safe, clean, well-maintained and operating smoothly for pupils, staff and visitors. While each Site Manager will be based at a designated site, both roles include working flexibly across our school sites.

This is a hands-on position for individuals who take pride in high standards, proactive problem-solving and effective team management.

About You

You will be someone who:

- Has strong leadership skills and experience managing premises or site teams.
- Is proactive, organised and able to prioritise effectively.
- Understands statutory compliance, health & safety and premises management.
- Communicates clearly and works well with a wide range of colleagues.
- Is comfortable working across multiple sites and responding to urgent issues.
- Takes pride in maintaining high-quality, safe environments for children and staff.

Why Join Us?

You'll be part of a supportive, skilled infrastructure team committed to maintaining excellent facilities across a diverse and vibrant school community. No two days are the same, and your work will directly contribute to the safety, wellbeing and experience of our pupils and staff.

Riverside School is a forward-thinking and innovative all-age special school with a diverse population: our 358 pupils are based on four sites, St Paul's Cray, Beckenham, West Wickham and Bromley Phoenix in the London Borough of Bromley. Our core values are at the heart of everything we do.

Riverside School delivers a calm working atmosphere that enables our pupils to flourish in all that they do. Once you get a sense of The Riverside Way, we are confident you will want to become a part of it and we look forward to hearing from you.

For further details visit the 'Working at Riverside' section of our website www.riversideschool.org.uk or email recruitment@riverside.bromley.sch.uk.

The safety and welfare of our pupils is paramount and these posts will be subject to satisfactory references, a full DBS check and health clearance.

Closing date for applications: Monday 31st August 2026



LONDON BOROUGH OF BROMLEY

Site Manager

Job Description

Grade: BR9

Department: Riverside School

Reports to: Facilities Manager

Main purpose of the Role

The Site Manager plays a vital role in ensuring our school estate is safe, clean, well-maintained and welcoming for pupils, staff and visitors. You will lead the day-to-day management, organisation and supervision of all matters relating to the school's buildings, grounds, facilities and associated staff. This includes overseeing maintenance, cleaning standards, security, compliance checks and the effective use of equipment and resources.

Although each Site Manager will be primarily based at one school site, both roles require flexibility to work across the wider estate as needed. You will support the delivery of the school's maintenance programme, contribute to site development projects and ensure consistent standards across all locations.

Key Working Relationships

You will be line-managed by the Facilities Manager and work closely with:

- The Headteacher
- The Head of Finance and Operations
- The Site Team
- The wider Infrastructure Team
- All school staff, as required for information exchange and operational coordination

As the first point of contact for general premises management, you will be a trusted and visible presence across the estate, ensuring smooth communication, timely responses and a proactive approach to maintaining high standards.

Premises and Site Management

- Lead and supervise site team.
- Assign own and others work as appropriate, keeping accurate track and record of work completed and in an effective and timely manner.
- Ensure that site team training is compliant and address any learning needs as and when they arise.
- Ensure working with the Facilities Manager annual appraisal process for site team staff is conducted.
- Support the Facilities Manager to establish and maintain a schedule of premises identifying areas of the premises that do not meet the required standard.
- Monitor, review and inspect premises identifying areas that require attention both in the short term/long term to include cleaning and maintenance defects.
- Ensure there are always sufficient supplies of fuel, salt and other commodities and ensure plant and equipment are energy managed.
- Supervise the management of all portage on the site ensuring risks are identified and where needed escalate or resolve as appropriate.
- Adhere to risk assessment tools and requirements, know how to use them to establish hazards within the school and the associated risk involved.



- Manage the day-to-day requirements of the schools cleaning contract e.g. report concerns/issues, liaise with key contract contacts on site, ensure communications and expectations are managed.
- Respond to immediate needs of the school such as adhoc cleaning requirements.
- Arrange for all minor repairs to be carried out in a safe, timely and cost-effective manner. Ensuring that equipment and tools are maintained and utilised.
- Responsible for all internal and external upkeep, informing a planned programme of replacement of general furniture and equipment.
- Responsibility for the monitoring of work by contractors on site ensuring that safeguarding policies and procedures are followed.
- Responsible for monitoring internal and external maintenance of the grounds against the contractual specifications, ensuring appropriate action is taken where specifications are not met.
- Use appropriate logging systems (Every Compliance Management System) and respond as appropriate to issues raised within sufficient time frames.
- To undertake seasonal duties as they arise and arrange team accordingly, e.g. snow clearance, sweeping leaves, clearing gutters and storm debris etc.

Statutory and Legislative requirements

- Support the Facilities Manager with the development and maintenance of appropriate records and information systems at all sites.
- Support the arrangements for competitive quotes for appropriate work in line with financial regulations and in liaison with the Facilities Manager.
- Responsible for supporting the Facilities Manager to ensure compliance checks are undertaken, rectification works organized and records maintained to a high standard.
- Being the Fire Responsible person for the site and being trained accordingly to be the Lead Fire Warden.
- To ensure the maintenance and testing of the fire and intruder alarms, and ensure annual inspection of fire prevention equipment.
- In liaison with the facilities manager and those responsible for health and safety provisions within the school, ensure that all premises management staff are aware of their responsibilities and advise where there is a need for relevant training.
- Support the Facilities Manager with the management of statutory and compliance checks, ensuring they are carried out and recorded on a regular basis and support with any rectification works necessary in liaison with the Facilities Manager.
- Manage health and safety day to day on the site, particularly the main issues specific to the site, premises and staff under line management.
- Be aware of the schools need to respond to emergencies and the site team's role within this. This includes being knowledgeable of the schools' policies and procedures such as Business Continuity Plan.
- In the event of accidents, incidents or near miss events ensure appropriate reporting process is followed and inform Facilities Manager.
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
- To maintain all tools and equipment in good repair and arrange for the training of members of your team on their safe use.

Premises

- Ensure physical security of premises, to include main alarm system, locks, CCTV and other systems are checked and functioning correctly, including regular and required maintenance.



- Responsibility for security of and access to the premises at all times.
- Respond to alarm call outs and in emergency situations.
- Responsibility for management and maintenance of school vehicles (Buses).
- Responsible for the cleanliness of the grounds and maintenance of the sites and premises.
- Takes instruction in aiding the preparation of any outlined specifications or alterations for existing buildings and in the event of procurement of any new buildings.
- Lead on the management of the day-to-day responsibility for the hydrotherapy pools, ensuring appropriate checks and maintenance are completed.
- Ensuring that your own and the assistant site managers training in relation to the hydrotherapy pools are up to date and renewed as and when needed to ensure that regular work and maintenance is carried out responsibly.
- Organising and scheduling of works and ensuring cost efficiency.
- Support and when instructed conduct procurement of services and ensure the administration is managed effectively and with consistency, including the processing of bids/grants and authorisation.
- Support the management of out of hours activities and use of premises, including the arrangements required for cover of extended services.

Lettings

- To liaise with the Facilities Manager over lettings and bookings of the premises and to ensure there are no clashes of dates with hirers.
- To keep the booking form folder up to date.
- To meet with new long-term hirers before the first letting and each party let, to issue keys and directions for setting the alarms and issue Health and Safety instructions.
- To ensure that furniture, materials and equipment are provided as required in the lettings agreement and replaced afterwards.
- To be aware of all out-of-hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To ensure that all areas are clean and clear of clutter before the let.
- To attend school out of hours should the hirers encounter a problem with the premises.

School Expectations

- To attend and actively participate in any work-related meeting, whether site specific or whole school.
- To share the school's commitment to the safeguarding and promotion of the welfare of children and young people.
- Be aware of and comply with all school policies and procedures reporting all concerns to an appropriate person.
- Be aware of EDI, support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Value and support the role of other professionals fostering collaboration and cohesive working practices
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Fully and positively participate in the school's performance appraisal scheme in order to develop and enhance personal, professional and service performance.



Safeguarding

Riverside School is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The postholder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of their work.

Equal Opportunities

Riverside School takes its duty to eliminate unlawful discrimination, harassment and victimisation seriously. All staff are expected to share this commitment and foster good relations between different groups and treat all people associated with the Riverside School community with dignity and respect at all times.

Health and Safety

All staff are required to work in accordance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact with. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work and including such information, training instruction and supervision as necessary to accomplish those goals.

General notes

- Riverside school operates across four sites within the South East (St Pauls Cray, Bromley, West Wickham and Beckenham) and has an extended services provision (Lighthouse Club). This role may require movement across all four sites and all service support provision.
- Job descriptions are subject to review in light of the changing needs of the school.
- This JDPS is intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder. The post holder will be expected to carry out such other reasonable duties commensurate of the role and in support of the Site/Facilities function and its service delivery.
- It is always open to the post-holder to propose ways of extending these responsibilities if appropriate and reasonable.



LONDON BOROUGH OF BROMLEY

Site Manager

Person Specification

Grade: BR9

Department: Riverside School

Reports to: Facilities Manager

Shortlisting will be based on how well applicants demonstrate they meet the criteria below. Relevant experience, skills and knowledge should be clearly evidenced within the personal statement.

EXPERIENCE

- Senior premises/site management with responsibility for maintenance, security and day-to-day operations. (Essential)
- Leadership of site teams, including staff supervision, workload allocation and performance oversight. (Essential)
- Experience managing hydrotherapy pools, including chemical treatment, daily checks and routine maintenance. (Desirable)

SKILLS AND ABILITIES

- Use of maintenance tools and materials, including safe handling of chemicals. (Essential)
- Ability to manage health & safety compliance across a multi-site school environment, including use of electronic compliance systems (e.g., Every). (Essential)
- Ability to arrange statutory inspections, contractor visits and liaise with the School Business Manager to maintain full compliance. (Essential)
- Competence in opening/closing and securing premises daily. (Essential)
- Ability to carry out cleaning duties, waste disposal and support sustainability initiatives such as the school's Go Green campaign. (Essential)
- Ability to monitor cleaning standards and contractor performance. (Essential)
- Full driving licence and access to a vehicle. (Essential)
- Additional D1 licence. (Desirable)
- Strong people management skills, both direct and indirect. (Essential)
- Ability to work constructively within a team and understand school operational structures. (Essential)
- Ability to problem-solve, adapt to changing demands and respond effectively to unexpected issues. (Essential)
- Clear communication skills—verbal, written and electronic—across a wide range of stakeholders. (Essential)
- Ability to maintain accurate records, orders and audit trails. (Essential)
- Ability to compile estimates, manage budgets and demonstrate financial awareness. (Essential)
- Ability to respond to emergencies outside normal hours and follow correct procedures. (Essential)
- Willingness to work flexibly, including evenings and occasional weekends. (Essential)
- **KNOWLEDGE**
- Knowledge of industrial cleaning methods, equipment and chemical use. (Essential)
- Strong handyperson skills, including repairs, maintenance, decorating and pool-related tasks. (Essential)
- Experience in managing and maintaining school transport or similar vehicles. (Essential)
- Ability to plan and prioritise workloads for self and others, responding to daily operational changes. (Essential)



- Effective planning and negotiating skills. (Essential)
- Knowledge of Health & Safety regulations, including COSHH. (Desirable)
- Working knowledge of statutory premises compliance requirements. (Desirable)
- Commitment to continually updating own H&S knowledge. (Essential)

QUALIFICATIONS

- NVQ Level 1 & 2 in Cleaning and Support Services or equivalent. (Desirable)
- BICS qualifications or equivalent. (Desirable)
- School Site Manager Diploma or NVQ Level 3 (or equivalent) in a relevant trade/handyperson discipline. (Essential)
- IOSH-recognised qualification or willingness to work towards. (Essential)
- Hydrotherapy Pool Operators Certificate or willingness to work towards. (Essential)