



Bishop Alexander Academy
A L.E.A.D. Academy

Candidate Information Pack

Site Manager - Part Time Split Shifts

Bishop Alexander Academy





Welcome from the Headteacher

I am proud to have been Headteacher of Bishop Alexander Academy for 10 years, working with remarkable pupils, dedicated staff, and supportive families. The people truly make this academy special.

Our pupils are enthusiastic, resilient, and caring, embracing mistakes as learning opportunities. They take pride in their school and play active roles as Subject Ambassadors, Lunchtime Leaders, and Active Citizens. We have a committed staff team who inspire and care for our pupils, supported by a strong Governing Body that values education and staff welfare.

I warmly encourage you to visit and experience our caring, yet challenging ethos in practice.

Nicky Spencelayh, Headteacher



About Bishop Alexander Academy

We are a one-form entry academy with 220 pupils, which consists of a modern school building with extensive grounds. There is a diverse community, with 13 different home languages spoken, and pupils come from a range of backgrounds. We are passionate about pupils being able to 'see' themselves in our curriculum, and we pride ourselves on our inclusive ethos.

Our curriculum follows a two-year cycle and starts literally 'on our doorstep', in that it is about our local community and Newark itself. We feel that the children need a sense of belonging and pride in where they live before they learn and appreciate the wider world. Our curriculum themes are carefully chosen and reflect the needs of our pupils. The whole school follow the same theme and come together at the end for a common purpose.

We believe that our pupils deserve the best education possible, and this is only possible through talented and well-trained staff. They have a wealth of CPD opportunities both within the academy and through L.E.A.D Teaching School Hub. Staff say they value these opportunities to develop.



Benefits of being part of the Trust



Annual leave

Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.



Site Manager

Location:	Bishop Alexander Academy
Salary:	£19,958 - £21,662
Closing date:	15th November 2025
Interview date:	w/c 17 th November 2025
Start date:	ASAP following interview

Duties and Responsibilities:

Security

- To be the main key holder and to be responsible for the maintenance of keys and the electronic alarm system and be the first response for emergency call outs. This include the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the site is locked and secure, with fire doors and all windows closed at the end of the academy day and after any academy functions; lettings or community use.
- To ensure that all alarm systems are functioning correctly and that regular checks are made of the systems and recorded.
- To maintain and keep accurate records of all site allocated and master keys.
- To provide a first point of contact for all visitors to the primary site, outside of normal working hours and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety policy.
- To ensure proper security and adherence to health and safety policy at all events held outside of the academy day, including meetings, open evenings, lettings and special events.
- To alert the appropriate person of any risk to a breach of security and deal with any incident affecting security as directed.
- To patrol the site to check for hazards, damages and intruders when opening and closing and to record any actions.
- To ensure that lighting is kept in good working order and recorded.
- Supervising contractors, where appropriate, regarding access to the site. Monitor and log the progress of the work and ensure that it is carried out to the required standard.

Cleaning

- Monitoring the performance of the cleaning staff to ensure that the relevant work is carried out.
- To deal with spillages, including the removal of body fluids, using safe handling techniques if required.
- To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
- To clean furniture, fittings, soft furnishings and equipment.
- To refill and replace relevant consumables, for example, toilet tissue, hand towels etc.

Job Description



Purchasing and storing

- Liaise with contractors to obtain 3 quotes for all work to be carried out over £1000.
- In liaison with the Business Manager, provide purchase orders for all materials and equipment required for maintenance, cleaning and sanitary provision.
- To maintain efficient stock records.
- Ensure the proper and safe storage of all the equipment and materials that are within the above categories.
- Ensure the proper maintenance of all machinery related to the above categories.
- To be responsible for maintaining relevant health and safety records to include the upkeep and repair of COSHH records, ladders and other equipment.
- Stock managing of the cleaning and maintenance needs within the allocated budgets.

Repair and maintenance

- To be responsible for a regular schedule of inspections and action plans for any modifications or improvements throughout the building. Alerting the Headteacher and Business Manager of any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, time keeping, fire-fighting equipment and heating systems.
- Ensure the systems that require regular checks by outside contractors are carried out, e.g. electrical testing, alarms, heating systems, fire services, security alarms and PE equipment.
- To ensure the removal of rubbish and waste. This includes removal of waste that requires safe handling procedures; waste separation to comply with re-use and recycling processes; removing waste classified as unsanitary, hazardous and/or dangerous.
- Make repairs, if they are within the job's remit, and manage contractors to complete their work ensuring that it has been completed in a proper and timely manner and complies with all health and safety rules.
- Record all repairs and keep a maintenance log of routine and non-routine tasks.
- To prioritise and undertake the programme of minor works at the academy, taking into account urgent need and health and safety issues, e.g.: locks, windows, gutters and paintwork.
- Immediately report any defects to the Headteacher and Business Manager and take any remedial action if possible.
- To assess maintenance/space needs where necessary and use initiative to take appropriate action.
- Meet on a regular basis with the School Business Manager and give advice and make recommendations for improvements.
- In consultation with the Estates Project Manager, negotiate prices for work to be carried out to ensure best value for the academy.
- To ensure any contractors coming on site have the correct DBS checks, and other relevant documentation relating to the work being undertaken, i.e. risk assessment, public liability etc.

Portering

- Undertake any necessary portering duties in line with correct handling policies.
- Manage and assist with all deliveries, ensuring the correct storage and distribution of all goods, after the administration staff have checked them if required. To deal with deliveries outwards.
- Move furniture, equipment, plant, supplies and stores in accordance with current health and safety standards if required.

Job Description



Health and Safety

- To take appropriate action to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment.
- To regularly inspect and record Health and Safety walks with a senior member of staff.
- Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.
- To be responsible for Health and Safety, Fire Aid and Fire Warden duties when carrying out additional duties in overtime hours and lettings.
- To ensure duties are undertaken in accordance with The Trust's health and safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with health and safety protocols.
- Operate CCTV or surveillance systems and take appropriate action to report any faults.
- Carry out fire drills in consultation with the appropriate person and recorded.

Other responsibilities

- To deliver health and safety, fire and security induction training to all new members of staff.
- To ensure that a relief provision is in place for cleaning duties in the case of absence through sickness or holidays after discussion with the Headteacher and Business Manager.
- To meet with the Headteacher and Office Manager on a regular basis to report any issue arising from the various aspects of the role but be able to work with minimal supervision and to be given timescales.
- To undertake duties of a similar nature and responsibility as may be required from time to time by the Headteacher.
- To carry out all duties in line with academy policies.
- Keep electronic records of financial expenditure and inventory of works carried out and an inventory of all maintenance and cleaning stock.
- To monitor the quality of cleaning undertaken by the cleaning team to ensure the consistency of standards of cleaning throughout the site.
- To be responsible for the performance management of all the cleaning staff.
- To undertake emergency cleaning duties which may occur during the school day.
- Maintain all logs and appropriate records and actions in accordance with procedures.
- To be able to communicate effectively both orally and in writing.
- To work as part of a team and form good relationships with other colleagues
- To maintain confidentiality over matters relating to the academy, pupil, staff or parents.
- To respond in a courteous manner to enquiries from the academy community and external visitors as appropriate.
- Actively participate in any appropriate training when required.
- To work in accordance with the academy's values, culture, ethos, equalities and inclusion policies, proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
- To complete academy based induction and any subsequent training required to improve performance.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and working together in relation to child protection and safeguarding children and young people.

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	Studied to a minimum standard of GCSE (grade 4+ or equivalent) in English and Maths	- Further education qualifications in related fields, e.g.: health and safety training - Site Management qualifications - Trade related qualifications e.g. electrician, plumber etc.

Skills and Knowledge	Essential criteria	Desirable criteria
	- IT literate and able to operate software (eg: Microsoft Office, internet) at a basic level - Ability to absorb and understand a wide range of information and deal with confidential issues appropriately - Good verbal and written communication skills appropriate to the need to communicate effectively - Ability to work constructively as part of a team, understanding school roles and responsibilities including own - Self-starter, with and ability to work independently & use own initiative to overcome obstacles - Ability to build and form good relationships with students, colleagues and other professionals - Able to follow direction and work in collaboration with line manager, leadership team and the trust's facilities team	- Knowledge of a skilled trade e.g. Electrician, Carpenter or Plumber - Knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation such as health and safety

Person specification



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Experience	Essential criteria	Desirable criteria
	• DIY and/or grounds maintenance experience • Experience of working in a school or similar establishment experience of managing budgets and budget monitoring • Willing to undertake a range of training	

Personal Attributes	Essential criteria	Desirable criteria
	• Efficient and meticulous in organisation • Have an openness to learning and change • Have a positive attitude to personal development and training • Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility • Recognition of the importance of personal responsibility for health and safety	

Additional Information	Essential criteria	Desirable criteria
	• This role is subject to an enhanced DBS • Ability to reach, bend and carry out some heavy lifting • Able to attend out of hours emergencies or provide cover where required for absent colleagues • Able to work flexibly to meet deadlines and respond to unplanned situations	• Driving licence and access to own vehicle



How to apply

Closing date: 15th November 2025
Interview date: w/c 17th November 2025
Contact email: admin@bishopalexanderacademy.co.uk
Contact number: 01636 680040

lease complete using our recruitment system on the following link: <https://lead.face-ed.co.uk/vacancies>

You will be expected to complete an application form and covering letter explaining your interest in the role and how you meet the person specification to the email above.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, Primary Strategy Consultant Leader, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



Lead



Empower



Achieve



Drive

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.



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Primary
Academies



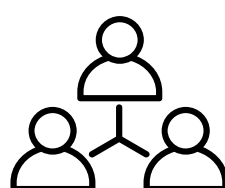
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Secondary
Academies



05

Geographical
Regions



11,500

Pupils



1,650

Staff



Bishop Alexander Academy
A L.E.A.D. Academy

Bishop Alexander Academy
Wolsey Road, Newark, Nottinghamshire, NG24 2BQ

01636 680040

