

Blossom Federation

Daubeney, Sebright and Lauriston



Site Manager Vacancy

Recruitment Pack



Blossom Federation



Thank you for your interest in the role of Site Manager at Lauriston Primary School

Unlocking brilliance through creative learning

Lauriston is part of the Blossom Federation, which is made up of Daubeney, Sebright & Lauriston Primary Schools, Sebright Children's Centre, and Daubeney Children & Family Hub. Collectively, we serve over 1,200 Hackney children and families and are proud of our provision in supporting their education and development. We want to prepare children for a successful future in the real world. It is our aim to provide our children with a broad and exciting curriculum which gives them the skills, knowledge and learning to be prepared for their life ahead.

Children's early experiences are hugely important in forming a person. We want our children to:

- Enjoy and show a curiosity to learn.
- Feel safe and secure in an environment which is high quality and well resourced.
- Have a high regard for staff and children's mental health and wellbeing.
- Reach their potential across the core areas and receive the support they need to achieve well.
- Develop a range of skills and have experiences which mean they are confident and ready for the future.
- Feel celebrated for their achievements.
- Appreciate diversity, difference and have strong global awareness as well as understanding of the school community.

We aim to:

- Provide excellent quality teaching experience from committed and enthusiastic staff.
- Inspire those we teach through creative, exciting, and memorable learning experiences.
- Enable children to reach their full potential in a rich and inclusive learning environment in which they feel secure, valued and encouraged.
- Give children a love of learning and the confidence to express themselves.
- Instill respect, good manners, empathy and care in our children.
- Develop thoughtful and caring children who form their own views and who are proud of their school.
- Encourage children to respect and value the rich and diverse communities in our school and the world around them.



Thank you for your interest in this vacancy.

I hope that you will find this information pack helpful.

If you would like to learn more about our Federation, we would be delighted to answer any questions you may have. Our contact details are in this pack, and we can offer tours of all three school sites so you can meet our children and staff and see first-hand what we do. Our school websites offer much more information about our staff and how we work. Check out this [video](#) all about us.

Daubeney, Sebright & Lauriston Schools are in the vibrant and diverse community of Hackney, East London with easy transport links into and out of Central London.

Daubeney & Sebright have been in partnership since January 2014 with Lauriston joining us in 2018. We have a joint Governing Board and strong links to our Local Authority. Each school has its own Head of School and Senior Leadership Team who work together with the common aim of giving children the absolute best.

We are looking to recruit a Site Manager who wishes to further develop their skills and professional talents. We are looking for a practitioner who is confident, self-reflective and who has the energy and skill to make the difference that our children deserve.

If you are hardworking, reflective, resilient and looking for a new challenge or somewhere to start your career then we would love to hear from you.

I look forward to meeting you

Robin Warren

Executive Head Teacher





Site Manager

Lauriston Primary School

Required as soon as possible

Scale SO1/Point 23-25 (36 hours per week) all-year-round

£40,404-£41,637 per annum

Fixed-Term Contract for 1 year, pending further extension

We wish to appoint a Site Manager who will be responsible for the resources, property, and grounds of the school, ensuring the premises are clean, safe, secure, and well-maintained.

Lauriston can offer you:

- A welcoming, friendly and talented staff team with the opportunity to work across the Federation
- A commitment to high standards and a drive for excellence
- Happy, responsive, well-behaved children who enjoy learning
- Excellent professional development opportunities
- High quality support and CPD

You will:

- Have experience working in a team undertaking maintenance work and repairs
- Have the ability to work flexibly, independently and as part of a team
- Have the ability to plan, organise and prioritise
- Use your initiative to identify risks and promote health & safety
- Know about what makes the Blossom Federation and Lauriston School special
- Be committed to ensuring all children succeed and develop their potential.

How to apply

1. Read the job description and person specification carefully.
2. Complete the application form either electronically or print it off and hand write it.
3. Ensure your supporting statement relates to the competencies outlined in the person specification.
4. Email your completed application to:
Jatin Shamji jshamji@blossom.hackney.sch.uk

Closing Date: **Monday 10th November 2025**

Interview Date: **Thursday 13th November 2025**

Safeguarding

Our school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. The successful applicant will be required to undertake pre appointment vetting checks in line with [Keeping Children Safe in Education](#) statutory guidance including an Enhanced DBS check. References will be sought and online searches will be carried out for all applicants invited to interview.

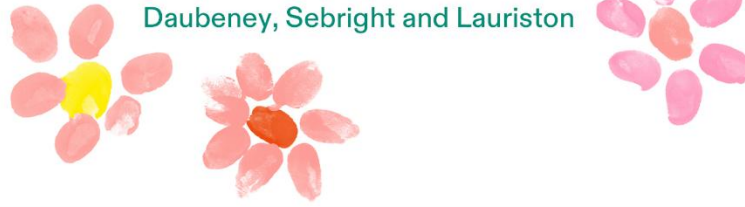
This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Anti-racism and equal opportunities

Hackney Council and the schools within our borough work to eradicate discrimination on the basis of race, religion, gender, gender identity, sexual orientation, disability, pregnancy and maternity, age and marital status. We also recognise that people can be disadvantaged by their social and economic circumstances, so we will also work to eliminate discrimination and disadvantage caused by social class.

Blossom Federation

Daubeney, Sebright and Lauriston



Job Description

Site Manager

Job Title:	Site Manager
Location:	Lauriston Primary School
Salary:	Scale SO1/Point 23-25 (£40,404 - £41,637)
Hours:	36 hours per week, all year round
Contract type:	Full-time, fixed-term (1 year), with possible extension
Reporting to:	Directly reporting to the Head of School (with regular liaison with the Federation School Business Leader)

Purpose of the post:

Responsible for the resources, property, and grounds of the school, ensuring the premises are clean, safe, secure, and well-maintained. Liaise daily with the Head of School on caretaking and site management issues. Supervise cleaning staff and contractors, manage site use and development, and maintain a safe working environment for staff, pupils, and visitors.

Main Duties and Responsibilities

1. Management & Supervision

- Manage and supervise a team of cleaners/caretaking staff, including induction, training, and performance management.
- Ensure cleaning standards are met by contractors or directly employed staff; report issues to the Head of School.
- Maintain effective working relationships, timekeeping, and resolve minor grievances.
- Certify weekly timesheets and prepare claims for caretaking fees for lettings.
- Attend training courses and governing body meetings as required.
- Manage and monitor contractors and suppliers working on school premises.
- Oversee the hiring/letting of school premises in consultation with the Head of School.

2. Security

- Act as main key holder; open and close the school, including all gates, windows, doors, and fire escapes.
- Patrol the site to check for hazards, damages, and intruders; minimize loss or damage to property.
- Prevent trespass and unauthorized parking; ensure safe use of the site at all times.
- Liaise with emergency services and assist as needed.
- Weekly checks and proper operation of alarms and fire equipment; undertake annual fire risk assessments.
- Compile reports on acts of vandalism for the Head of School and Police.
- Ensure all keys are kept securely.

3. Cleaning

- Ensure the school is cleaned to the agreed specification; supervise cleaning staff and maintain effective practices.
- Undertake cleaning as required, including daily disinfection of water fountains and removal of graffiti.
- Arrange annual deep cleans and emergency cleaning duties (e.g., gritting, spillages).
- Maintain cleaning tools and products, ensuring good stock levels.

4. Internal Maintenance

- Report defects requiring specialist repair; visually inspect electrical fittings and replace bulbs/fuses as needed.
- Regularly inspect plumbing and repair/report defects.
- Measure water temperature to prevent Legionella.
- Synchronize clocks and time switches.
- Undertake minor repairs to fixtures and fittings (excluding electrical equipment).
- Touch up decoration as agreed with the Head of School.
- Maintain hygiene materials and stock levels; order and receive supplies.
- Test fire alarms weekly and ensure proper operation of heating systems.

5. External Maintenance

- Maintain cleanliness and tidiness of all external areas; empty litter bins daily.
- Clean and clear drains, gullies, and ensure healthy operation.
- Inspect and repair outside fabric, fences, gates, walls, steps, and lights.
- Clear leaves, snow, ice, moss, and detritus; order de-icing materials as needed.
- Maintain school gardens, including planting bulbs and overseeing grass cutting.
- Inspect outside areas for hazardous materials and consult with the Head of School for removal.

6. Emergencies

- Clean sickness and spillages as required.
- Deal promptly and safely with bursts, leaks, flooding, fires, and breakages.
- Ensure access and secure premises for emergency services.

7. Stock Control

- Maintain stock levels, ordering and receipt of supplies within budget.
- Ensure safe storage of all stock and hazardous substances; keep records for emergencies.

8. Health & Safety

- Ensure a safe working and learning environment in accordance with legislation.
- Carry out and record regular health and safety checks (e.g., legionella, play equipment, safety equipment).
- Monitor contractors for safe working practices and quality.
- Make sure all team members follow health and safety procedures.

9. General Requirements

- Take part in the school's performance management system.
- Attend governing body meetings when required.
- Hold an enhanced DBS check.
- Promote and safeguard the welfare of children, young and vulnerable people.
- Strong commitment to furthering equalities in service delivery and employment practice.



Person Specification

CRITERIA	QUALITIES	ESSENTIAL	DESIREABLE
Qualifications	- Recognised qualification in at least one building maintenance, building construction or engineering services discipline - Any other relevant qualifications – for example, health and safety, first aid	X	X
Experience	- Relevant experience in a similar role within a school or similar setting - Experience of monitoring and liaising with contractors and suppliers - Experience monitoring quality of work - Experience in building maintenance, security, and repairs	X X X	X
Knowledge	- Understanding of health & safety requirements in a school/public institution - Knowledge of security methodology for buildings and grounds - Full working knowledge of relevant policies, codes of practice, and legislation - Ability to communicate clearly to all sections of the school community	X X X X	
Skills	- D.I.Y. skills for day-to-day repairs and maintenance, including heating systems - Ability to assist in training and induction of new staff - Understanding of health & safety principles, including COSHH	X X X	

	• Ability to manage own time, demonstrate initiative, and prioritize workload • Ability to adhere to working procedures and policies • Ability to operate as part of a team or individually • Ability to perform physical tasks (lifting, carrying, pushing equipment) • Ability to carry out administrative tasks (stock taking, ordering) • Conscientious and logical approach to tasks	X X X X X	
Personal qualities	• Commitment to promoting the ethos and values of the school • Integrity, honesty, loyalty, and fairness • Ability to work under pressure and prioritize effectively • Commitment to confidentiality, safeguarding, and equality • Embraces change and deals with difficult situations effectively • Flexible and able to work out of school hours as required	X X X X X	
Physical requirements	• Reasonable fitness to carry out job duties • Able to perform manual handling and work at heights using appropriate equipment	X X	

Note: This job description and person specification is illustrative of the general nature and level of responsibility for the role. Duties may change over time as requirements and circumstances evolve. The postholder may be required to carry out other duties appropriate to the level of the role, as directed by the Head of School.