



ISLAMIA PRIMARY SCHOOL

Name of School: Islamia Primary School

Address of School: 129 Salusbury Road, London NW6 6PE

Name of Head Teacher: Mr Alim Shaikh

Tel: 020 73722532

Job Title: School Site Manager

Salary: Scale 5 (12-17)

Hours: Full Time

Closing Date: 10th July 2026 12:00pm

Interview Date: TBC

Start Date: Immediate/September 2026 (negotiable)

Mission Statement:

To strive to provide the best education in a secure Islamic environment through the application of the Qur'an and Sunnah.

Islamia Primary School (established on 1983) is a two form entry faith based voluntary-aided school situated in North West London. We are a consistently 'Good' school aspires to be nothing short of excellent in all aspects of school life and we work hard to nurture and produce a generation that contributes positively to the wider community.

We are on a journey to become a beacon school and the school is seeking to appoint a dynamic and enthusiastic **School Site Manager** to join our highly dedicated team.

Our school will be relocating during August 2027 to the Harlesden locale in the London Borough of Brent and the site manager will be expected to support the transition between the two sites during the relocation process involving some travel temporarily between the two sites.

We offer:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents
- An excellent opportunity for professional and career development

If you feel you have the enthusiasm and commitment to contribute to the ongoing development of this successful, friendly and supportive school, we would like to hear from you. Islamia Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be required for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education Legislation.

If you are interested in this role, please email: apply@islamia.brent.sch.uk

The Post Purpose:

To assist, under the direction/instruction of appropriate senior staff, in the provision of maintenance and security services of school premises and sites thereby ensuring a safe and purposefully working environment, including key aspects, but not limited to:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance, DIY repairs and refurbishment, portage, and minor, ad-hoc repairs
- Aspects of site management, such as supervising external contractors, and site use and development planning.
- Some supervision of additional site caretakers and school cleaning staff
- Promoting health and safety around the school
- To contribute to the overall ethos, work and aims of the school.

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES:

General duties

- Carry out portage duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues
- Carry out small repairs and DIY projects and minor repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- Arrange larger repairs and obtain quotes from contractors
- Operating heating plant, cooling and lighting systems
- Ensuring lights and other equipment are switched off as appropriate
- Maintenance specialist sports equipment and playground equipment.

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste and collecting and assembling waste for collection
- Carry out emergency cleaning duties, such as gritting of paths, playgrounds and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels and refilling and replacing consumables e.g. soap & towels
- Ensure the maintenance of a clean and orderly working environment, and assist in the maintenance and cleaning of the school and related premises/areas, including emergency cleaning duties.

Security

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Advise the headteacher on all matters relating to school security and safety
- Provision of emergency access to the school site including unplanned out-of-hours access.

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the directed senior managers.
- Provide safe access to the school in cold weather conditions
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Treat all users of the school with courtesy and consideration; promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times

Line management

- Manage the caretaking team on a daily basis
- Ensure school terms and holidays are sufficiently covered with staffing
- Delegate tasks appropriately to staff and ensure the smooth running of the team
- Carry out performance management duties and make sure all staff in team have relevant, required training
- Supervise a caretaking team that delivers and meets the needs of the school
- Ensure contractors and external visitors comply with security and health and safety while on school premises
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Advise on site development projects and make recommendations on site use
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Assist and participate in the organisation and movement of furniture within the building
- Take full responsibility for the maintenance and upkeep of all school mini buses and contribute towards driving the mini buses (school trips and visits etc.) when required
- Maintain and arrange orderly and secure storage of supplies, and assist with the receipt, distribution, collection and dispatch of goods
- Prepare and layout routine equipment/resources/materials, and operate everyday equipment, in accordance with instructions
- Undertake basic record keeping as directed e.g. using Smartlog or relevant auditing tools
- Attend relevant meetings and participate in training and development activities and programmes as required
- Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other agencies and professionals.
- Contribute to the overall ethos, work and aims of the school
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of: child protection, health, safety and security, confidentiality, and data protection (GDPR).
- To work effectively in collaboration with all site staff from sister schools - Islamia Girls School and Brondesbury College for Boys
- Undertake these duties within agreed departmental, service and school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

The Person Specification: Essential Criteria

Experience & Skills:

- Experience in a caretaking, site, or maintenance role (ideally within a school or similar setting)
- Practical skills in general maintenance, buildings maintenance and basic repairs and DIY
- Ability to carry out basic plumbing tasks
- Good communication and interpersonal skills
- Ability to work independently and as part of a team
- Good organisational skills and ability to prioritise workload
- Ability to multitask in a busy school environment
- Security, including alarm systems

Personal Qualities:

- Reliable, punctual, and flexible
- Positive, proactive, and solution-focused
- Committed to working in a child-centred environment
- Professional, approachable, and respectful
- Willing to support the school's ethos and values

Desirable Criteria:

- Experience working in a primary school setting
- Skills and experience in decorating (painting and general upkeep)
- Additional trade skills (e.g. plumbing, carpentry, electrical basics)
- Relevant qualifications in maintenance, building, plumbing, or a related trade
- Experience managing staff and contractors or premises projects
- A full UK driving licence (for minibus use)

Safeguarding & additional Information, the post holder will be expected to:

- Islamia Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.
- The successful candidate will be subject to an enhanced DBS check and safer recruitment procedures.
- Follow all school policies, including safeguarding, health & safety, and GDPR
- Work collaboratively with staff from partner schools on site
- Undertake training and professional development as required

How to apply:

All applicants will be asked for:

- An enhanced DBS check
- References will be sought on shortlisted candidates before the interview

If you are interested in this role, please use the 'Application Form' on the School Website and email completed forms to: apply@islamia.brent.sch.uk

Application Forms are available online: <https://islamia.brent.sch.uk/our-school/our-vacancies>

Brent Schools are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undergo a DBS check.