



ST MICHAEL'S
C of E PRIMARY
HIGHGATE

Assistant Site Manager Application Pack

Geraldine Gallagher
Executive
Headteacher
Sinead O'Brien
Head of School
your contract





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HIGHGATE

North Road, Highgate
London N6 4BG
Tel: 020 8340 7441
Email: admin@stmichaelsn6.com
Executive Head: Geraldine Gallagher
Head of School: Sinead O'Brien

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To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be.



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Dear Applicant,

Assistant Site Manager

Thank you for taking an interest in our advertisement for the above post at St Michael's CE School. The school is set in beautiful grounds in Highgate. It is near to the underground station and a variety of shops, restaurants and other amenities. There are excellent transport links to Central London and to outlying areas.

We are looking for a positive, self motivated individual to join our Premises team. You will work under the direct supervision of our Premises manager but will also need to work independently, building excellent working relationships with staff and pupils.

All the information you will need is in the application pack. If you would like to visit or require anything further please contact the school business manager, Nicola Purvis via jobs@stmichaelsn6.com.

The closing date for applications is Monday 8th December 2025.

I look forward to receiving your application.

Yours sincerely,

Geraldine Gallagher
Headteacher



History of the School

In 1565 Sir Roger Cholmeley had founded a boys Grammar School in Highgate, and in 1733 the Highgate Girls Charity School had been established by Mr Edward Pauncefoote in Southwood Lane. In 1833 a National School for boys and girls was built next door in Southwood Lane, to accommodate increasing numbers of children who could not get into the Grammar School (which now charged fees), or the Charity School (which was too small). The Highgate National School held 160 children but even so it was overflowing; an 1850 Inspector's Report criticised the accommodation, drainage, heating, ventilation, and play-space - the boys' play space was too small, and the girls had none. The children played in the street, and there was no house for the Head Teacher. The site was too small for any improvement. Thus it was that in 1850 a "numerously attended Meeting" got together in emergency session and issued a memorable statement.

Local magistrate and educationalist Harry Chester was a key organiser and fundraiser, bringing in a crucial £1,400 grant from the Privy Council. The London Diocesan Board, "though unable to make a grant", gave its "cordial approval". The citizens of Highgate, Muswell Hill and Kentish Town gave generously, from the pennies and farthings from the Grammar School boys, to the £400 of Miss Burdett Coutts who then lived at Holly Lodge. The purchase of 4 acres on North Hill from the Bishop of London for £135 went well; but there were then "great difficulties" arising from a late decision to move the school back from the road to its present site, and having to buy access land and build deeper foundations.

In July 1852 the St Michael's National and Industrial School was opened at a total cost, including equipment, of £6,700 - rather more than the £3,000 originally estimated, and very much more than the £500 it cost to build the old National School. The architect was Anthony Salvin, and the result was a model school which became quite famous in its early years. As Joan Schwitzer has said; "For a decade the school was a showplace. Lord Mansfield chaired the Annual Meetings when the grounds were thrown open to subscribers and parents. Lady Burdett Coutts ... came to call ... Local maiden ladies helped with the teaching."

In 1857 an Industrial Act was passed giving grants for Boarding Schools for the care of children in need, the main object of which was to provide training (as a begging-letter from the 1850 St Michael's Sub-Committee put it) of "elder girls in Household-work, Washing, Cooking &c ... [with] boys in Out-door pursuits, and qualified for employment, as Cottagers, Farm-Labourers, Gardeners, Mechanics, or Emigrants". There was considerable scope for this type of work in the large houses of Highgate, and the great support shown by the Annual Subscription Lists makes it clear that the wealthy inhabitants were very willing to support such a worthy cause, and incidentally provide themselves with a regular supply of excellent domestic servants. So St Michael's in its early years took in boarders as well as day pupils; it is not known when precisely the boarders were given up. From the 1860's the school gradually transformed itself (says Joan Schwitzer) into "a more conventional elementary and finally primary school, albeit with unusually spacious playing fields, play-grounds, resident



staff accommodation and garden plots which were still being cultivated for annual prizes in the nineteen forties."

The buildings themselves consisted of Boys', Girls' and Infants' Schools, or schoolrooms (see Plan). The Infants' Schoolroom was under the dormitory area: originally the dormitories were occupied by staff and pupil teachers, but they were then converted into 16 cubicles for room should be as comfortable and pleasing as possible, with a few bright maps, a few good diagrams, a few well-chosen texts on the wall. Texts such as "Our God is a consuming fire" and "All liars shall burn in the lake that burneth with fire and brimstone" are to be avoided. The school should provide washing facilities, but not on a large scale as the children should come to the school with clean hands. There should also be small gardens, a pigsty, rabbit hutches, beehives, hen runs and a wash-house and laundry. The children should be encouraged to make and classify a natural history section, learn drawing and have the opportunity of practising music, vocal and instrumental."

By the end of the century the school had settled down to its average number of 200 pupils, which it maintained until extra classrooms were added after the 2nd World War. There was one pupil teacher for the boys, two in the girls' room, and one infant teacher. In 1890 the curriculum included Drill, History, Geography and Singing. The infants had Object lessons on such things as Air, Water, or Nature. This syllabus was probably not much different from the original and is in its essence is still continued today (with, of course, many additions). The main change is that the teachers no longer expect the children to help maintain the school.



JOB DESCRIPTION ASSISTANT SITE MANAGER

Responsible to Site Manager, School Business Manager, Head Teacher,

Hours 12.30pm – 7.30pm

Main Purpose of the Job

To assist the Site Manager in his/her day-to-day responsibility for the security and safety of the school site and premises. To assist in dealing with matters relating to non-structural repairs and maintenance, heating and ventilation and other general site services within the establishment. To oversee the general maintenance and cleanliness of the site in order to provide a safe, secure and healthy environment for pupils, staff, parents, visitors and other users.

Main Duties and Responsibilities

Site Security:

- To maintain the security of premises, ensuring proper and regular patrols are undertaken and that alarms are properly maintained, used, reset as necessary and tested.
- To act as one of the main keyholders of the site, registered as such with the police, and to ensure that access to keys and the site is given only to authorised persons.
- To ensure that all windows, doors and gates are opened and closed at appropriate times as specified by the Site manager/ Headteacher.
- When acting as keyholder, to attend the site/premises in emergencies, taking appropriate action in the case of break-in, theft or fire, including boarding up broken windows, repairing or changing door or window locks and resetting alarms.
- To advise the Headteacher/Head of centre on all aspects of site security, including making recommendations on improvements or alterations to lighting, entrances/exits, arrangements both for the welcoming of visitors and aimed at deterring intruders in order to ensure a safe environment.
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Health and safety compliance:

- To liaise with the Departmental Health and Safety Adviser, local police and fire brigade on all aspects of site security and fire safety, informing the Headteacher/Head of centre of any premises-related health and safety issue requiring attention.
- To assist in undertaking regular health and safety risk assessments on the premises, making appropriate recommendations for change or improvement to the Site Manager/Headteacher as necessary.
- To assist in maintaining appropriate and adequate supplies of first aid and infection control equipment and materials in accordance with Borough policy and guidelines.
- To assist in the maintenance of emergency equipment (e.g. fire extinguishers) and the proper storage and use of any harmful machinery or toxic materials.



- To ensure the safe and efficient operation of all mechanical, electrical and heating services on the site as directed by the site manager.
- To monitor and take appropriate action to ensure proper and safe levels of heating, lighting and ventilation.

Repairs and maintenance:

- To undertake minor repairs and redecoration as required, in accordance with agreed guidelines, using appropriate tools and equipment.
- In emergencies, e.g. following break-ins, to make good any damage to external or internal doors, locks or windows, replacing glass as required and obtaining estimates for repair to any item which falls outside the guidelines for repairs and maintenance.
- To assist the Site Manager in developing a planned maintenance programme for the site keep under review all aspects of repairs and maintenance of the site and to advise the Headteacher/Head of centre on the need for minor and major repairs and maintenance.
- In the case of non-structural repairs and maintenance which cannot be undertaken personally, to obtain estimates, evaluate these and recommend the best option for approval by the Headteacher/Head of centre.
- To assist in redecoration of rooms or other parts of the site as required from time to time by the Site Manager/Headteacher.
- To assist in identifying the need for minor and major repairs and maintenance of the site, identifying potential hazards or building-related defects and for recommending action to be taken to remedy these, including obtaining lists of suitable contractors and estimates of potential costs involved.

Maintenance of clean and safe site

- To deal with minor contractors (e.g. window/carpet cleaners) in order to ensure that work is signed off only when it has been completed in full and to a satisfactory standard
- To assist in ensuring the site and premises is properly cleaned, either by direct allocation and supervision of cleaning staff or by monitoring the performance of contract staff against a contract specification.
- To undertake cleaning as required, including dealing with slippery floors, floods, spillages, bodily fluids and planned annual cleaning programmes.
- To ensure that school/site playgrounds/carparks are cleaned and maintained, including removing weeds from hard surfaces, removing fallen leaves, litter and other debris and arranging for efficient refuse collection from the site.
- To ensure that external paths, steps and entrances are clear of debris, snow, water, leaves or other hazards and that the site and grounds are cleaned and maintained to a high standard.
- To assist in ensuring the removal and portage of furniture and deliveries within the school/site moving small items when this is within the reasonable capabilities of one person, following health and safety guidelines on manual handling of loads.
- To assist with basic gardening including small scale grass cutting, weeding of beds and borders and pruning of shrubs and hedges as necessary.
- When the site manager is off site to liaise with contractors advising the Site Manager/Headteacher of any error or omission in order to ensure that work is



signed off only when the full contract specification has been achieved, submitting written reports when required.

Other duties:

- To assist the Site Manager in developing appropriate policies for the school/site, e.g. lettings, security arrangements, assisting in their implementation, monitoring and evaluating their success.
- To assist in maintaining appropriate records, manual and computerised, for all letting, maintenance and repairs, ordering of stock and equipment, incidents and accidents involving health and safety or security of the site and recording visits to the establishment by authorised persons.
- On occasions attend site and be the responsible person on duty for evening and weekend lettings

Person Specification

Essential	
Qualifications	<ul style="list-style-type: none">• GCSE or equivalent in Maths and English
Knowledge & Skills	<ul style="list-style-type: none">• Excellent communication and interpersonal skills• Effective use of ICT eg Word/Excel• Ability to work constructively as part of a team• Understanding of relevant Health and Safety legislation and guidance• Ability to self-evaluate learning needs and actively seek learning opportunities• Willingness to undertake additional training/staff development as appropriate• Commitment to the implementation of the school's equal opportunities policy• Ability to relate well to children and adults
Desirable	
Experience	<ul style="list-style-type: none">• Working in schools• Management of contractors• General understanding of Statutory maintenance in schools• Qualifications or Validated evidence of experience relating to practical skills (eg painting and decorating; building repairs; plumbing; gardening skills)• Health & Safety Qualification• Portable Appliance Testing qualification• Asbestos trained• COSHH trained• First Aid trained



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How to apply

Please complete the application form attached with this email and send back to jobs@stmichaelsn6.haringey.sch.uk

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