



# MILTON PARK Primary School

## MILTON PARK PRIMARY SCHOOL VACANCY for Site Manager

**Pay:** Grade D (£27,779 - £30,564)

**Contract/Hours:** 37 hours per week, 52 weeks p/a (Monday – Thursday, 06:45 – 14:45, Friday 06:45 – 14:15)

**Accountable to:** Finance, Office and Operations Manager

Children are at the heart of what we do here at Milton Park Primary School.

We are looking for an enthusiastic and skilled Site Manager to be responsible for the maintenance and cleanliness of the school site. We are looking for someone who will be as proud of our school as we are and who is willing to work with us to continually improve and develop our site.

### Key Responsibilities

- Carry out maintenance tasks and ensure timely completion of repairs
- Oversee the upkeep of school grounds, including playgrounds and external equipment
- Oversee security and cleanliness of the school site
- Act as keyholder with 24 hour emergency call out
- Ensure compliance the HSE legislation, including fire, asbestos, COSHH

### Essentials

- Excellent interpersonal and communication skills
- Strong organisational skills and ability to multi-task
- String practical DIY skills
- Ability to work effectively as part of a team
- Understanding of health and safety legislation, COSHH, and risk management
- Commitment to safeguarding and child welfare

### Desirables

- Previous experience in a school
- In date PAT tester certificate
- In date Evac Chair trainer certificate
- In date PASMA certificate

***The Gateway Trust is an equal opportunity employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.***

We regularly review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible.