



*With love we flourish*

# *SS Philip and James C of E Primary School*

## **Site Manager Grade 6**

Full Time, Fixed Term contract until September 2027

Working hours Monday-Friday 8.00am-4.00pm all year round

Flexible hours will be considered

Actual Annual Salary £27,710-£30,024 (depending on experience)

**An opportunity to join a highly regarded school in the centre of Oxford.**

### **We are seeking to appoint a Site Manager to join our school team**

As Site Manager, you will Support the Office Manager by taking responsibility for management of the school site and all related maintenance and Health and Safety responsibilities. You will play a crucial role in ensuring a safe, clean and comfortable environment for our school community. Hours of work are Monday to Friday 8.00am-4.00pm. If you are unsure as to whether you meet the criteria shown in the person specification, or have any other questions, please call Shelley Williamson on 01865 311064 for an informal chat. Visits to the school are also encouraged. We look forward to hearing from you.



### **What we are looking for:**

- Someone with caretaking/site management experience
- Ability to work independently, to be flexible and have a “can do” attitude
- Excellent organisational skills
- Basic knowledge of IT systems or be willing to learn
- The ability to assess and carry out maintenance and minor repairs
- A team player

### **We will offer you:**

- A successful school with a happy, supportive, and friendly team
- Induction and comprehensive training for the role
- Wellbeing day off during term time
- Lovely working environment with air-conditioned offices
- Access to Oxfordshire County Council discounts
- Cycle to work scheme
- Ample parking and secure bike store
- Subsidised staff social events
- Free tea and coffee in the staff room

Navigation Way Oxford OX2 6AB 01865 311064 Headteacher: Mr Paul Atkins

<http://philandjim.org.uk> [office.3835@ss-philip-and-james.oxon.sch.uk](mailto:office.3835@ss-philip-and-james.oxon.sch.uk)



### Safeguarding

Phil and Jim is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect on this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Reference checks will also be performed prior to interview.

### School visits

If you would like to visit our school, or have any questions regarding the role, please contact Ms Shelley Williamson on [headpa@philandjim.org.uk](mailto:headpa@philandjim.org.uk) or by telephoning the school office on 01865 311064.

### How to apply:

- Please visit [our website](#) and view current vacancies under the Our School section
- Completed applications should be submitted via [My New Term](#)

***Applications will be considered on receipt with early opportunity for interview meaning the vacancy may close sooner than the published date.***

**Closing date for applications: Midday on Monday 28<sup>th</sup> September 2026.**

**Interviews to be held week commencing 28<sup>th</sup> September 2026**

