



Advert

Site Manager

Bournemouth Park Academy, Bournemouth Park Road, Southend on Sea, Essex SS2 5JN

Tel: 01702 468046 Fax: 01702 603184

Email: office@bournemouthpark.southend.sch.uk

Website: www.bournemouthparkacademy.co.uk

Principal: Mr R Thomas

Position: Site Manager

Start Date: as soon as possible after interview

Pay Range: EPAT Support Range 5 £28504 - £34413 (Actual £22804 – £27530)

Contract Type: Permanent – 30 hours per week – 52 weeks including 5.6 weeks holiday pay

Date of Interviews: TBC

Application Close: 30.06.26

Applications will be reviewed on a rolling basis and suitable candidates may be invited to interview before the closing date. We reserve the right to interview, appoint and close the advert early depending on the applications received.

Join Our Team!

Bournemouth Park Academy is seeking to appoint a highly motivated, reliable and proactive Site Manager to join our dedicated team. This is a key role within the academy, ensuring that our school environment remains safe, secure, well-maintained and welcoming for all pupils, staff and visitors.

About the Role

As Site Manager, you will take responsibility for the day-to-day management of the academy site, buildings and grounds. You will work closely with the leadership team to ensure that the premises are maintained to a high standard and comply with all health and safety requirements.

Key Responsibilities

- Ensure the security of the academy site, including opening and closing procedures.
- Oversee the maintenance, repair and upkeep of buildings, grounds and equipment.
- Manage site health and safety, including risk assessments, compliance checks and statutory testing.
- Coordinate and monitor contractors working on site.

- Undertake routine inspections and preventative maintenance.
- Support the organisation of academy events and activities.
- Manage cleaning, caretaking and site-related services as required.
- Maintain accurate records relating to premises management and compliance.

About You

We are looking for someone who:

- Has experience in site, facilities or premises management.
- Possesses a good understanding of health and safety legislation and building maintenance.
- Is practical, organised and able to prioritise workload effectively.
- Can work independently and use initiative to solve problems.
- Has excellent communication and interpersonal skills.
- Is committed to safeguarding and promoting the welfare of children and young people.

We Offer

- A supportive and welcoming working environment.
- Opportunities for professional development and training.
- Membership of the Local Government Pension Scheme.
- Access to employee wellbeing support.
- The opportunity to make a positive impact within a thriving academy community.

If you would like to be part of our dedicated team which aims to provide an engaging, friendly and thriving learning environment, then we would very much like to hear from you.

Bournemouth Park Academy is an Ofsted rated 'Good' school and our focus is to ensure all of our learners are successful during their primary journey.

If required, further information about this position can be provided via the school office in person or via email.

Bournemouth Park Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. C.Vs will only be considered where accompanied by the school's application form.

This post will require an enhanced disclosure from the Disclosure & Barring Service.