



**Site Manager**

**Grade - Scale 6 (pt 18-20)**

**Actual Salary - £35,520 - £36,585**

**36 hours per week, 52 weeks per year**

**28 days p/a annual leave entitlement, increasing to 31 days after 5 years of service**

As a valued and dependable member of our Site Management team, you will manage the school premises in order to ensure a high standard of cleanliness and maintenance, whilst at the same time ensuring a safe learning environment for our students and staff.

You will be responsible for the management and operation of premises related functions at the school including buildings and grounds maintenance, security and liaising with contractors.

You should be willing to attend training courses such as Health and Safety, IOSH and First Aid.

You will work closely with the Senior Operations Officer to strategically plan a schedule of works to ensure budgets are spent effectively and to develop a maintenance programme.

Successful candidates will have:

- Excellent organisational and administration skills
- The ability to support others and work as part of a team
- Line management/supervisory experience
- High level of team, interpersonal and communication skills
- The ability to manage time effectively, delegating tasks as appropriate, multitasking and working to tight deadlines
- A high level of initiative, enthusiasm and willingness to work in a collaborative manner
- Good understanding of Health and Safety in the context of a school environment

Previous experience is not necessary as training will be provided. The successful candidate will be required to act as a key holder which may include being called outside of normal working hours. The successful candidate will also be expected to cover site staff absence which involves some shift working.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. We require the successful candidate to undertake an enhanced criminal records check via the Disclosure and Barring Service.

We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender identity, ethnic origin, disability, age or sexual orientation.

We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role.





The use of AI is strictly prohibited to assist in any way with the application/interview process

References from 2 previous employers will be sought prior to interview.

Closing Date: 9 am Monday 9th March 2026

Interviews with tasks to take place on: Tuesday 17th March 2026



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