

Site Manager

Position: Site Manager

Salary: ME8

Start date: As soon as possible

Contract: Full Time 7.30 am - 11.30 am – 2 pm - 5 pm (flexibility subject to discussion for an exceptional candidate)

35 days holiday entitlement this includes bank holidays (to be taken during school holidays)

Reporting to: School Business Manager

Responsible to: Executive Head Teacher, Head of School and Governors

An exciting opportunity has arisen for a Site Manager here at Haslemere Primary School in the heart of Mitcham! We are looking for an enthusiastic and cheerful candidate with a good sense of humour who is prepared to make a difference as part of our team.

As Site Manager you will be a key member of the team, you will play a pivotal role in ensuring the premises are well-maintained, safe, and secure, supporting the high standards of teaching and learning we strive to uphold.

The successful candidate will take pride in maintaining our school buildings and grounds, ensuring compliance with health and safety requirements, and contributing positively to our school community and the safe, efficient and effective operation of our school.

We are looking for someone who has:

- Proven experience in a similar site management, caretaking, or facilities role would be an advantage.
- Excellent understanding of health and safety regulations and site maintenance.
- Ability to work independently, manage workload, and use initiative.
- Strong practical skills and ability to carry out basic repairs and maintenance.
- Reliable, flexible, and committed to upholding the values of Haslemere Primary School.
- Effective communication and interpersonal skills including diplomacy, resilience and strategic thinking, along with the ability to collaborate across departments and engage with diverse stakeholders.
- Someone who is sufficiently proficient in reading, writing and IT.

We can offer you:

- A happy working environment where everyone is valued.
- A highly motivated staff team and supportive parents.
- Children who enjoy learning and are motivated by enriching learning experiences.
- A supportive Leadership Team and Governing Board.
- Excellent Employee Assistant Programme

Haslemere is a happy and vibrant school in the heart of Mitcham, with approximately 280 pupils. We encourage you to come and visit, meet our welcoming staff and children and experience the *'family feel'* we have here at Haslemere

To arrange a visit to the school and an informal conversation with the Executive Headteacher or Head of School, please email headteacher@haslemere.merton.sch.uk

Closing date: Friday 4th September 2026 at 12 Noon

Interviews: From Thursday 10th September 2026

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicants will be subject to an enhanced DBS check, will be made before an appointment is confirmed. References will be sought for shortlisted candidates prior to the interview.

We reserve the right to withdraw this vacancy at any time ahead of closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible. We reserve the right to interview shortlisted candidates ahead of the closing date.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.