



SITE MANAGER VACANCY at OWSLEBURY PRIMARY SCHOOL

Owslebury Primary School is a small, welcoming village school looking to appoint a reliable, proactive Site Manager to join our friendly team.

This is a part-time role (10 hours per week, 40 weeks per year) with flexible working hours arranged between 7:30am and 6:00pm, Monday to Friday, making it ideal for someone seeking additional hours or a flexible standalone role.

While experience in a similar role is helpful, it is not essential. We are looking for someone who is practical, trustworthy, and takes pride in their work, with a willingness to learn and contribute to maintaining a safe and welcoming environment for our children.

What you'll be doing

You will play a key role in keeping our school running smoothly and safely. Responsibilities include:

- Maintaining the school buildings and grounds to a high standard
- Identifying maintenance needs and helping plan ongoing improvements
- Carrying out basic repairs and DIY tasks
- Supporting site safety, including Health & Safety, Fire Safety, and security
- Acting as a keyholder and responding to occasional call-outs
- Completing required compliance checks and maintaining records (full training provided)
- Supporting staff with safety procedures and training where needed

What we're looking for

- A dependable and flexible individual with a "can-do" attitude
- Good practical/DIY skills (or willingness to learn)
- Basic IT skills or openness to learning
- Ability to work independently and use initiative
- Understanding of (or respect for) safeguarding and confidentiality
- Physically able to carry out practical tasks associated with site work

What we offer

- A warm, child-centred school community with strong values
- A supportive and friendly staff team and well-behaved pupils
- A beautiful rural working environment in the South Downs National Park
- A strong commitment to staff wellbeing
- Flexible working arrangements to suit your circumstances
- Full training and ongoing professional development, including mentoring from the Hampshire County Council Caretaking Team
- Local Government Pension Scheme (LGPS)
- Free on-site parking

Salary


Grade D: £6,803 – £7,485 per annum

10 hours per week, 40 weeks per year (39 weeks term-time + 1 week)

Interested?

We warmly encourage prospective applicants to get in touch or arrange a visit to see our school in action.

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