

Owslebury Primary School is seeking a Site Manager to join our small, friendly school team. The role would be for 10 hours a week with the hours arranged flexibly between Monday and Friday 7:30am – 6pm to suit the successful candidate and in agreement with the needs of the school. Any understanding or experience of school site management would be an advantage but is not essential. More importantly, we are looking for a highly motivated individual who is reliable, dedicated and flexible, with a can-do attitude and who is willing to assist with security, Fire Safety, Health and Safety and the general maintenance of our school site.

This post would suit a site manager currently working in a school who would like some extra hours in their working week but could also be worked as a standalone role. There is a possibility of a handover with the current site manager for an early appointment.

10 hours a week for 40 weeks (term time + 1 week)

Grade D £6,803 - £7,485 per annum

Key Responsibilities will include:

Taking a pride in maintaining and developing our school grounds and buildings.

Regularly reviewing the school site to establish areas that need attention and developing a maintenance programme.

Monitoring the school site to ensure compliance with all legislative requirements and that the site is safe, clean and tidy. Full training given.

Having good DIY skills, undertaking small repairs and maintenance tasks.

Being a key holder, responsible for security of the school site alongside the headteacher and attend school in response to 'call outs' in emergencies.

Being responsible for carrying out Health and Safety checks/ procedures and maintain accurate online and paper records. To include COSHH, Legionella and asbestos management. Full training provided.

Being IT literate or willing to learn. Support will be given by the admin team and training given.

Attending training regularly as needed and train other school staff as needed eg: ladder training.

Being physically able to lift and move heavy objects, within reason.

Having an understanding of confidentiality and safeguarding procedures

We can offer:

A child/family centred school community with an ethos of caring and respect for all.

A friendly, supportive staff team and hard-working, well-behaved children.

A beautiful school setting in the South Downs National Park

A strong culture of staff wellbeing and support.

Free onsite Parking

Bespoke training opportunities to match the needs of the successful applicant and support from the Hampshire County Council Caretaking Team, who will also provide mentoring for the first year in role.

LGPS Pension scheme

Please contact the school office for an application form or a visit to meet with us to discuss the role.