

Site Manager Full Time

Job/Person Summary

We are looking for a positive, dedicated, reliable, well-motivated and practical person to be responsible for security, safety and general maintenance of the school building and grounds; we are also looking for support with our outdoor learning and gardening projects. The candidate should take a pride in shaping a safe, secure and exciting learning environment for our children.

Contract/Hours – Full time 52 weeks. This is not currently a split shift. There is some flexibility with the hours; however the successful candidate would need to be in school at 7.30am.

Salary Type EHCC / Support Staff Grade D £20,245 - £22,785 depending on experience

Closing Date - Friday 13th July 2018 (12 noon)

Interview Date - Tuesday 17th July 2018

Start date - As soon as possible

Main Duties and Responsibilities

- Ensuring the safe and efficient running of the school
- Being responsible for site security including the daily opening and when required closing the school outside normal hours for school events (overtime payment)
- Acting as a key holder for the school and attending emergency call outs where necessary
- Responding to issues, for example the boiler not working, promptly and efficiently
- Regular checking and record keeping of the fire alarm system
- Regular checking and record keeping to meet legislative Health & Safety requirements e.g. COSHH, legionella etc.
- Undertaking general DIY and repairs to the school premises and property
- Liaise and manage a programme of planned and preventative maintenance undertaking minor repairs, maintenance and redecoration
- Maintaining the highest standards of cleanliness throughout the school by monitoring cleaning staff
- Managing and maintaining, with county support, the extensive school grounds
- Maintaining specific floor surfaces e.g. school hall
- Overseeing health and safety procedures alongside the Business Manager

Candidates must be positive and optimistic in outlook and prepared to commit themselves to our exciting, forward thinking team within a supportive and nurturing environment. Necessary training will be provided.

The ideal candidate should

- Be honest, reliable and flexible
- Be able to work independently, using their own initiative, including prioritising workloads and contributing to the needs of the children and whole school team
- Be able to communicate well with adults and children
- Have good basic plumbing, painting and carpentry skills
- Be willing to attend training

Application Procedure

Please speak to Suzanne Hayden who can discuss this further. If you are interested in applying for this position please complete an application form which can be found on our website or email shayden@anstey-jun.hants.sch.uk.

Anstey Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.