



Moorlands Primary School

Kesteven Way, Bitterne, Southampton, SO18 5RJ
Telephone: (023) 8046 4404 Email: info@moorlandsprimary.net
Headteacher: Mr D Parkin



Site Manager Vacancy

Start date: 2nd September 2024

Closing date: 19th July 2024 at 9am

Interview date: 23rd July 2024

Hours per week: Minimum 22.5 – Maximum 37

Salary: £29,777 FTE - £33,944 FTE

Contract: Permanent

Following the retirement of our existing Site Manager, we are seeking to appoint a committed and enthusiastic Site Manager for our happy and successful school from September 2024

Our Site Manager plays a critical role in ensuring the proper management and maintenance of the school's building facilities to the highest standards. This includes creating a safe and compliant working environment for pupils, visitors, and staff. You will focus on all health and safety matters, lead maintenance projects, manage external contractors, and ensure the smooth operation of the school premises.

Key Responsibilities and Duties

- Developing and promoting a positive Health and Safety culture across the school site
- Effective management of Health and Safety matters, including policy implementation, risk assessment, and training delivery
- Maintaining a safe working environment and conducting regular checks to meet statutory health and safety requirements
- Monitoring and maintaining major utilities to ensure correct operation
- Creating an annual maintenance plan with estimated costs in consultation with the Headteacher and Business Manager
- Acting as the primary contact for external contractors and ensuring satisfactory completion of works
- Overseeing internal redecoration and minor repair and maintenance work
- Ordering caretaking and cleaning supplies within budget limits
- Reporting on site management/buildings issues to the Governing Body Committee regularly
- Preparing areas for school-related functions and activities, including setting up furniture and equipment
- Ensuring safety and cleanliness of outside areas and supervising grounds maintenance contractors

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Skills and Competencies

- Strong literacy, numeracy, DIY, and IT skills
- Ability to work independently and proactively solve problems
- Background in facilities maintenance with knowledge of mandatory Health and Safety processes and procedures
- Commitment to creating a positive environment for children
- Maintenance expertise to enhance the school's facilities

Professional Development

The role offers opportunities for professional growth and development within a supportive and friendly working environment. Continuous learning and improvement are encouraged, providing a chance to make a meaningful impact on the school community.

The hours are negotiable to a degree. Minimum of 22.5 hours per week up to 37 hours per week, 52 weeks a year (with 24 days of annual leave rising to 28 days after 5 years' service).

For further information or to arrange a visit to the school, please contact Sarah Harrison (Business Manager) at 02380 464404 or via email at sarahharrison@moorlandsprimary.net.

Safeguarding

Moorlands Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; prohibition check (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two references including one from their most recent employer..