

Site Manager required for immediate start



Salary £24,496 - £26,845 based on experience

Caroline Haslett Primary School we are looking for an enthusiastic, flexible, reliable and self-motivated Site Manager to join our friendly and hardworking school team.

The successful applicant will be responsible to the School Business Manager for the day-to-day maintenance and operation of the building and grounds. We need someone that has a good skill-set to lead on general maintenance, including DIY, site security and cleaning. You will be responsible for undertaking regular health and safety checks of buildings, grounds, fixtures and fittings, which will also include ensuring all statutory inspections are completed in line with schedules.

Hours are 37 per week with variable start and finish times to be discussed at interview and agreed on appointment. The successful candidate will also be willing to work flexibly at times to suit the operational needs of the school, including occasional out-of-hours working.

All school staff are committed to safeguarding and promoting the welfare of our children and all new employees are subject to full safeguarding and employment checks.

The role includes the following:

- Facilitating the smooth running of daily school functions with a positive and enthusiastic approach
- Act as a designated key holder and be responsible for the routine and non-routine locking, unlocking and general security and safety of the site
- Maintaining our school environment to a high standard and with great pride to support children's learning
- To champion a safe working environment; responsible for health and safety, compliance on site and portorage and be able to use their initiative
- Be responsible for annual checks on essential systems and services, such as heating, cooling, lighting and security
- Being proactive about keeping the school safe as well as in the upkeep of general maintenance
- Using own initiative in recognising jobs that require attention, planning and prioritising their workload
- Being willing to undertake training and development
- Responding, as appropriate, to the changing needs of the school
- To assist with planning work for both direct and contract labour including rota's and overtime
- To ensure that work is carried out within cost and time targets and recorded accurately
- To build strong relationships with all stakeholders and manage small projects
- To weekly review the compliance log books to ensure we are meeting the statutory compliance legislations.
- To allocate work and record completion in accordance with the performance monitoring system
- To order materials and services within agreed delegation level and certify delivery/completion

- To develop, manage and motivate staff to ensure the highest standards
- Be willing to assist with lettings and school events

Alongside supervising the delivery of the cleaning service, it will be your responsibility to co-ordinate a small on-site team of cleaners, ensuring;

- Service levels are communicated and achieved
- Equipment and products are stored, maintained and replenished as required
- Attendance and time management is monitored

For an application form please click on this link

<https://www.mynewterm.com/jobs/110394/EDV-2023-CHPS-42271>

Visits to the school are welcome outside school hours and by appointment, with shortlisting and interviews to follow.

Closing date: Friday 16th June at 4pm

Interviews: Wednesday 21st June

[Caroline Haslett Primary School, Faraday Drive, Shenley Lodge, MK5 7DF](#)

www.haslett.org