



Romans Field School

Shenley Road, Milton Keynes, MK3 7AW

Sue Worley

Site Manager
Actual F1 £32,061- F4 £36,363 (depending on experience)
Permanent
Start date: 19/01/2026

About our School:

37 hours per week (10:00 – 18:00 Mon – Thurs, 10:30 – 18:00 Friday)

52 weeks per year

Required for ASAP

Safeguarding

We are committed to safeguarding and promoting the welfare of pupils. All posts are offered subject to enhanced DBS checks and appropriate references. All posts are exempt from the Rehabilitation of Offenders Act 1974.

The school is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undertake an Enhanced DBS check. The Governors take child protection extremely seriously and all references offered will be followed up.

Online check will be completed for shortlisted candidates. If you do not have the formal qualifications specified but can demonstrate skills or experience of the an equivalent standard we would be interested in your application

About the Role:

As part of the Inclusive Learning Federation of three schools; Romans Field School, Priory Common School and Bradwell Village School, we benefit from close collaboration that enriches the learning environment and staff expertise across all settings. Our ethos is built on inclusivity and

family values, where every child is supported to overcome barriers, build resilience, and become confident, independent lifelong learners.

We are seeking a dedicated Site Manager to oversee the management of three sites, ensuring the highest standards of health and safety, security, and operational efficiency.

Key Responsibilities

- Manage and maintain three school sites to provide a safe, welcoming, and fully operational environment for pupils, staff, and visitors.
 - Lead and motivate a site team, fostering a culture of teamwork and excellence.
 - Act as a keyholder and first point of contact for site emergencies and security.
- Oversee and implement health and safety policies, ensuring compliance with statutory requirements.
 - Manage the site budget effectively, prioritising expenditure to meet school needs.
 - Coordinate maintenance and repairs, liaising with contractors and suppliers.
- Support the school's ethos by maintaining an environment that reflects our values of professionalism, respect, honesty, empathy, and perseverance.

Required Qualifications and Experience:

- Strong commitment to Safeguarding
 - A calm, resilient, can-do attitude
- Proven experience in managing multiple sites, ideally within an educational or similar setting.
 - Strong knowledge of health and safety legislation and best practises.
 - Experience leading and developing a team.
 - Competence in budget management and resource allocation.
 - Ability to respond promptly and effectively as a keyholder.

Join a friendly and supportive team that values your contribution and wellbeing, with access to ongoing Continuing Professional Development (CPD) opportunities to enhance your skills and career progression.

Closing date for applications: 12/12/2025