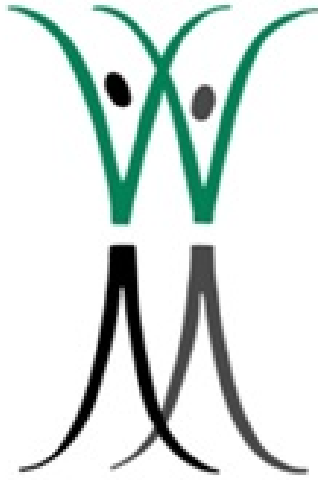


WE GROW SUCCESS!



Wavendon Gate School

Gregories Drive
Wavendon Gate
Milton Keynes
MK7 7HL

*Email: admin@wavendongateschool.co.uk
Tel: 01908 586394*

School Site Manager
Grade E £28,984 - £31,441 (Pay Award Pending)
Permanent, 52 weeks per year
Start date: 01/07/2026

About our School:

What we offer -

- A welcoming and supportive school community
 - Friendly and dedicated staff team
- Opportunities for training and professional development
 - Local Government Pension Scheme
- A varied and rewarding role where no two days are the same

How to Apply -

Please complete the application form available on our website. We warmly encourage prospective applicants to visit the school to see our community in action.

For further details or to arrange a visit, please contact: admin@wavendongateschool.co.uk or telephone 01908 586394.

Interview date: Week commencing 22nd June 2026

Please note: We reserve the right to close applications early if a sufficient number of suitable candidates apply.

Safeguarding Statement

Our school is committed to safeguarding and promoting the welfare of children. An enhanced DBS check and additional pre-employment checks, including references and an online search (including social media), will be required.

Milton Keynes Council is an equal opportunities employer.

About the Role:

Hours: 37.5 hours per week Monday to Friday
7am – 3pm or Split Shift 7am – 12pm / 3.30pm – 6pm

Start date: ASAP

Key responsibilities -

- Opening and securing the school premises, acting as primary key holder
 - Undertaking regular health and safety and site security checks
- Ensure strict adherence to health and safety regulations including COSHH, fire safety, legionella logs, playground inspections etc
 - Carrying out routine maintenance, repairs and basic DIY tasks across the site
- Maintaining the cleanliness and appearance of the school grounds, pathways and car park, ensuring safety during adverse weather conditions
- Source competitive quotes for routine maintenance and oversee external contractors safely while on-site
 - Monitoring consumables, purchasing stock, and maintaining records in conjunction with the School Business Manager
 - Monitoring and reporting defects, hazards and maintenance issues
 - Assisting with manual handling tasks and movement of equipment

What we are looking for -

- Proven hands-on experience in building maintenance, caretaking, facilities operations, or a skilled trade profession.
- Strong understanding of current health and safety requirements and risk assessment processes.
 - Practical DIY ability, basic IT competency for managing emails and maintenance logging software, and great organizational skills.
- Excellent communication skills with the ability to build positive relationships with children, staff, parents, and contractors.
 - A flexible, trustworthy, and solution-focused work ethic.

Closing date for applications: 22/06/2026