



THE SOLENT SCHOOLS

SITE MANAGER (Split Site)

Closing Date: Midday on Monday 4th November 2024

Interview Date(s): Thursday 7th November 2024

Job Start Date: Monday 9th December 2024 (or sooner by agreement)

Salary: Pay Band 6, £26,073 to £29,777 Full Time Equivalent

Contract: Permanent, 52 weeks, Full Time

Hours of Work: 37 hours per week 4 days 07.00-16.00 (Monday, Tuesday, Thursday & Friday) and 1 day (Wednesday) 07.00-12.00 + overtime as required

We are looking for a well organised, self-motivated person with a range of practical skills to join our friendly and approachable staff team. Both experienced and new to role would be welcome to apply given relevant skills. The Site Manager will be responsible for the day to day operational management, safety and security of the school site. Accurate record keeping is also a key part of this role and experience of this is essential.

The successful candidate will:-

- Manage the Solent school sites, grounds and buildings
- Take responsibility for security and be a key holder
- Line manage the caretaker ensuring workloads are prioritised effectively
- Maintain accurate paperwork
- Arrange and supervise contractors on site, including cleaners
- Undertake a range of repairs, maintenance and decoration which may include working at height
- Be flexible to meet the needs of the school and support out of school events.
- Ensure that the highest standards of Health and Safety are maintained including undertaking regular training to ensure compliance with current legislation
- Know how to assess risk and write site related risk assessments
- Work with the school bursars and other senior leaders to ensure best value for money with respect to projects, repairs and supplies
- Be required to drive the school minibus transporting children to and from trips. Experience is desirable although full training can be provided
- Enjoy working in a child-centred environment and will take pride in all aspects of their work to ensure our school buildings and grounds are maintained to a high standard
- Ensure that a high level of confidentiality and professionalism is maintained

In return we will offer:-



- A caring and positive environment inspired by our strong ethos
- A team committed to the wellbeing of staff and pupils
- The opportunity to work within a 'good' school amongst a hardworking team of friendly staff
- A supportive, friendly and welcoming school team
- Superb working conditions and environment
- Appropriate training as required

You will be based predominantly at The Solent Schools. However, as you will be appointed to The De Curci Trust, you may be required to work in any of The De Curci Trust's academies or in any of the schools/academies that the Trust is supporting as reasonably directed by the CEO. The ability to travel independently between DCT academies/schools is therefore essential.

Visits to our schools are warmly welcomed and encouraged. Please contact Tracy Dinsmore at Solent Junior School on 02392 375459 or recruit@thesolentschools.org to arrange an appointment time.

The Solent Schools and the De Curci Trust are committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. DBS check at Enhanced level and any other background checks, including overseas checks, will be required prior to any offer of employment.

If you would like further information or to apply please go to My New Term by clicking the following link:
<https://mynewterm.com/jobs/144193/EDV-2024-SJS-67604>

Completed application forms will be passed to the recruitment panel for shortlisting and will be reviewed against the person specification detailed in the advert. Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. An early application is therefore strongly advised.