**Tweseldown Infant School Site Manager**

**Hours Of Work**: Monday-Friday 7am-10am and 2pm-6pm (34 hours a week)

52 working weeks a year (Which includes 3 negotiated weeks in the summer holidays and 2 days during all other holidays – 10 days)

**Hampshire Salary Grade:** D

**Closing Date:** Monday 30th June 2025- Noon

**Shortlisting and informing candidates:** Monday 30th June 2025

**Interviewing:** Monday14th July 2025

**Start Date:** Wednesday 3rd September 2025

**Job Purpose**

Tweseldown Infant School are looking to appoint a dedicated, enthusiastic, self-motivated Site Manager to ensure that our beautiful five-year-old building remains looking as good as it did on day 1. The site manager will contribute to the day to day operational management of the school’s buildings, grounds and equipment and will ensure the security and safety of the schools site.

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| **Main duties and Responsibilities**  |
| **Security of Premises** Opening and closing of the school building. Operation of alarms (both fire and security), reporting malfunctions as necessary and arranging for repairs to be carried out and attending any emergency callouts of the alarm.**Cleaning and Hygiene** Continually ensure site cleanliness is adhered and managed both internally and by the cleaning contractors. Stock management/storage of all on site cleaning materials and that they are utilised in accordance with COSHH regulations. Cleaning the hall and emptying bins around school.**Maintenance of site**Carry out any repairs to furniture, fittings and equipment as necessary and assist with reactive and routine building maintenance/repairs as is necessary. Ensuring the site is kept tidy throughout the year with access to the school in the event of bad weather.Liaise with Grass Cutting company to ensure site always looks well maintained.**Health and Safety** Ensure the highest standards of Health and Safety are maintained throughout, including all relevant checks, records and reports are consistently adhered to.**Energy Management and Conservation** **Porterage** Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required.**Miscellaneous** * Training – to develop skills & knowledge
* Confidentiality
* Safeguarding
* Hiring of Building
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|  | Essential | Desirable |
| Education/ Qualifications  | Literacy and Numeracy skills equivalent to Level 1 of the National Qualification and Credit Framework e.g. GCSE Grades A-C or 9-6 | Relevant City and Guilds (or equivalent) trade qualification e.g. carpentry, plumbing, electrical **or** equivalent level of experience • Driving licence (free from significant endorsement) including D1 category vehicles • First Aid Certificate  |
| Work Experience  | Experience working in a premises/ facilities management environment • Handy person or DIY activities of a general building and maintenance nature e.g. minor repairs, including the use of associated hand and power tools • Completing administrative duties, including paperwork, maintaining accurate records and producing straightforward reports • Use of IT systems  | Building industry work • Previous experience of working with children aged 4-7 years, preferably in a school • Experience of caretaking or being a site keeper in a school or similar environment • Experience of motivating staff, giving instructions, and ensuring tasks have been completed to deadlines and required standards |
| Work Experience | Experience of using appropriate specialist equipment/ resources e.g. scaffold, ladders, floor polishing machine, etc. • Awareness of health and safety and hygiene procedures and precautions • Awareness of COSHH regulations, applying knowledge gained as appropriate • Knowledge and experience of safe moving and handling procedures  | Knowledge of health and safety and hygiene procedures and precautions  |
| Skills/Knowledge/Aptitude  | Literate and Numerate • Ability to maintain positive relationships with children and adults. • Possess good organisational skills. • Commitment to high standards. • Ability to work as part of a team. • Capable of working with autonomy, within agreed boundaries. • Desire and willingness to learn new skills. • Ability to respond to advice and guidance. • Ability to respond calmly to emergencies. • Able to undertake some tasks which need some physical effort and fitness. | Capacity to cope with conflicting demands, deadlines and interruptions, whilst maintaining accuracy and attention to detail. • Ability to motivate a team ensuring priorities are met. • Problem solving skills and good judgement to interpret information and make recommendations/ decisions for action • Use initiative and work pro-actively to find solutions to problems • The flexibility to adapt to changing workload demands and new organisational challenges  |
| Personal Qualities  |

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| Happy, positive disposition • Calm and pleasant manner • Can do attitude • Sense of humour • Trustworthy, reliable and punctual • Observe confidences and show discretion • Fair and inclusive  |
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| Physical  |

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| Good general fitness and mobility • An ability to undertake all the physical aspects of the job • Clean and well presented  |
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| Other | Willingness to sometimes adjust working arrangements to meet changing circumstances  |  |

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