



St John's Gosport C of E (VA) Primary School

Grove Road, Gosport, Hampshire PO12 4JH
www.st-johns-gosport.hants.sch.uk
adminoffice@st-johns-gosport.hants.sch.uk

Headteacher: Mrs Carolyn Wilkinson
Deputy Headteacher: Mrs Gemma Havey
School Business Manager: Mrs Hannah Bonwick

Telephone: 02392 582404

We are looking for a dedicated hands on professional who would be passionate about working in a school environment and committed to caring for our school premises.

Job title: Site Manager – linked to role 02139

Salary: Grade D

Hours: 32.5 Hours per week, 43 working weeks per year (term time plus 4 weeks), 5 days per week
6:30am – 1pm with a 15 minute break

Contract type: Permanent, full time

Reporting to: Headteacher

Closing date for applications: Monday 13th July 2026

Interviews: Friday 17th July 2026

Start Date: As soon as possible following employment checks

The Site Manager is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Legal checks such as fire legionella, undertaking risk assessments, managing all aspects of H&S
- Supervision of contract cleaning staff and school employed cleaners, including scheduling deep cleans
- Promoting health and safety around the school
- All other aspects of site management, such as supervising external contractors, and site use and development planning



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Duties and responsibilities

General duties

- Carry out portorage duties, such as moving furniture and equipment around the school
- Follow Hampshire's property services Annual task schedule
- Maintain the general school premises, furniture and fittings, and report any issues to the Head teacher
- Carry out small repairs, remedial work and DIY projects, including painting and decorating through a rolling programme
- Arrange larger repairs and obtain quotes from contractors
- Carry out preventative maintenance, through regular inspection of buildings and external areas
- Emergency repairs
- Advise on site development projects and make recommendations on site use, including liaising with Hampshire Local Authority architects and external contractors
- Managing and overseeing the implementation of a rolling programme of works (E.g classroom refurbishments, maintenance, window replacement etc)
- Meet regularly with the Headteacher and/or the School Business Manager regarding the site and upcoming works needed
- Prepare for and attend the annual Property Management meeting with our Local Authority and Diocese representatives
- If applicable – maintain and manage use of minibus



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Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

Security

- Maintain the security of the school premises as the main key holder
- Daily site walks to check the premises and grounds
- Lock and unlock the premises as required, including out of school hours when necessary
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV monitors and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Establish and maintain arrangements for monitoring vehicles parked on the site and ensure that unauthorised parking is eliminated
- Advise the Head teacher on all matters relating to school security and safety, including security of buildings property and users during community use



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Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Act as fire safety officer in collaboration with the Headteacher
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment and any hazards on school premises; report any problems to the School Business Manager
- Manage COSH, Legionella and risk assessments
- Arrange regular servicing of fire-fighting equipment
- Provide safe access to the school in cold weather conditions
- Carry out regular checks of water, gas and electrical services and recording of results
- Carry out, where necessary, adjustments of heating systems
- Make sure all members of the school follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work
- Ensure contractors and external visitors comply with security and health and safety while on school premises
- Meet with the Health and Safety Governor to conduct a site walk and/or monitoring check termly
- Carry out H&S inspections, assessments and compliance checks.

Line management

- Supervise the cleaning team on a daily basis to deliver and meet the needs of the school



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Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimize any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognize own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning/contractor staff carry out their duties professionally and effectively and liaise with the contracted company when required
- Managing records in line with Hampshire County Council's policies and procedures.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The post holder may be required to do other duties appropriate and reasonable to the level of the role, as directed by the Head teacher.

The Site Manager will be required to respect the confidentiality of information concerning children, families, staff and school matters of which he/she may become aware of during the course of his/her duties.



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Person specification

Please refer to the Hampshire County Council Role Profile Form (Ref 02139)

The successful candidate will need to have:

- A flexible, practical and efficient approach – things often change in schools
- The ability to work independently, priorities workload and contribute to the needs of the school community
- Good basic DIY skills, including plumbing, painting and carpentry
- Good communication skills

What we offer:

- Professional development opportunities
- Friendly and supportive school community

Notes:

This job description may be amended at any time in consultation with the post holder.

If you don't have all of the experience listed above but are interested in applying, contact adminoffice@st-johns-gosport.hants.sch.uk



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