



Cupernham
Junior School

Cupernham Junior School
Bransley Close
Romsey
Hampshire SO51 7JT

Headteacher: Mr S. Frost (Hons) PGCE NPQH
Deputy Headteacher: Mrs J. Dearden BA (Hons) PGCE

June, 2026

SENIOR SITE MANAGER

E GRADE - £31,383 TO £34,401

**PERMANENT POST TO IDEALLY BEGIN AS SOON AS POSSIBLE
(FLEXIBILITY AROUND START DATE)**

Are you a passionate person who believes in the power of relationships, high expectations, and a calm, purposeful atmosphere? At Cupernham Junior School, our culture is rooted in our relationships and built upon kindness, responsibility, joy and aspiration.

We are looking to appoint a Site Manager who prides themselves in their work, ensures compliance, is proactive in implementing improvements to the site and maintains high standards in all that they do. We are seeking applications from those with a passion for delivering first class services for the school, our children, staff and wider community. The ideal candidate will have experience of site management, knowledge of health and safety and compliance. You will be required to effectively work alongside leaders and admin teams of both the Junior and Infants schools, and manage a team, including a site assistant. You will be able to communicate professionally with staff, contractors and other site users, all the while ensuring and maintaining appropriate safeguarding practice and approaches.

The role involves ensuring the school environment is safe, secure, clean, and conducive to learning. Responsibilities include managing repairs, health and safety compliance, site security, contractor coordination, and grounds maintenance. The ideal candidate should have strong organisational skills, practical maintenance experience, and a commitment to supporting the school community. Prior experience in a similar role is preferred, and familiarity with standards and regulations is essential.

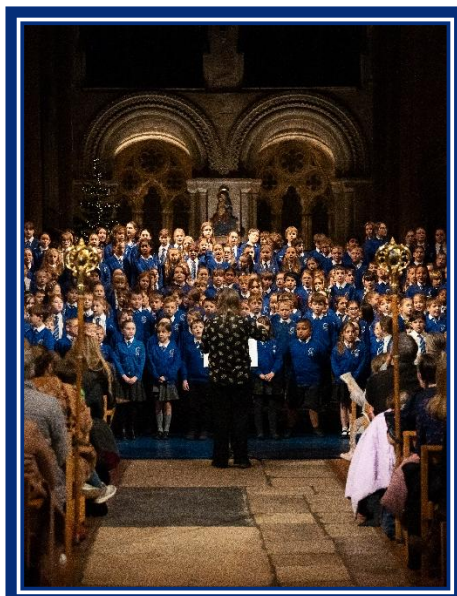
Cupernham Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks.

We trust you find the enclosed information pack of interest. Visits to the schools are strongly encouraged and warmly welcomed – please contact our school office on **01794 512702** or email at s.townsend@cupernham-jun.hants.sch.uk to arrange a time to see the school for yourself and speak with myself or a member of our senior leadership team.

I hope that you decide the Site Manager role at Cupernham Junior School is right for you and I look forward to receiving your application.

Yours sincerely,

Mr Simon Frost
Headteacher



"Pupils are happy and keen to learn. They build strong relationships with staff and feel safe. Pupils know that staff expect them to behave well, and they make great efforts to meet these high expectations. Pupils are welcoming and courteous in classrooms and around school."

~ Ofsted Report, September 2023

WHAT OUR SCHOOL CAN OFFER YOU

At Cupernham Junior School, we are extremely proud of the culture, vision and the opportunities we offer our children. We are also rather proud of what our school can offer you and how we can support your own professional development so that you too can become the very best you can be.

CUPERNHAM JUNIOR SCHOOL OFFERS:

- The chance to make a meaningful impact on the lives of children and families, and to contribute to shaping the future of education;
- A school with real heart and soul, where relationships are at the heart of everything we do – where these are strong and teamwork is highly effective;
- Children who are happy, motivated and eager to learn;
- Working alongside a supportive and welcoming team
- Taking pride in playing a pivotal role in enabling children to thrive academically, socially and personally
- Access to ongoing professional development opportunities, including training and safeguarding
- A leadership team who support and develop staff to be the best we can be;
- Supportive parents who are keen to be involved in school life;
- A team of governors who are keen to support and challenge the school to be the best that it can be.





OUR SCHOOL'S VISION & VALUES

CUPERNHAM JUNIOR SCHOOL...

- ... where *relationships* are our roots
- ... where we embrace the *Responsibility* to learn and grow together
- ... where we sow the seeds of *Kindness*
- ... where *Joy* blossoms in ourselves and in others
- ... where we reach to the high branches of *Aspiration*



As well as our core values above, we have also developed our learning values – the 5 Cupernham Cs – to act as curriculum drivers and help develop our children as lifelong learners.

Curiosity – for our children to develop a desire to want to know more, to pursue knowledge

Creativity – for our children to develop their knowledge and understanding of what creativity can be (in terms of artistic expression, problem solving and through looking and thinking about things in different ways)

Courage – for our children to develop the skills and character to take appropriate risks in their learning; to persevere and be determined in pursuit of a goal

Collaboration – for our children to work well with others in order to be successful

Commitment – for our children to recognise that something worth achieving is often challenging and for them to stay committed to achieving their goals



STAFFING STRUCTURE

Site Team includes a Site Manager and Site Assistant.

The Senior Leadership Team includes the Headteacher, Deputy Headteacher, Assistant Headteacher and our Inclusion Leader. The SLT is supported by four year leaders.

Office Team – A Business Manager, Admin Officer and Admin Assistant

THE SCHOOL AND ITS GROUNDS

Our school shares an attractive eight-acre site with Cupernham Infant School with whom we have a close relationship.

The grounds have real potential and there are plans to develop them further in order to maximise the learning potential for our children as well as providing a pleasant environment for everyone. Particular features of the grounds include a pond and environmental area, allotment space and outdoor learning classroom. We also have a woodland area which is used to deliver our Forest School provision. As well as the normal outdoor sporting facilities, the school also benefits from having its own outdoor, heated, 20-metre swimming pool, which is a focal point for swimming teaching and our swimming gala in the summer term.



SAFEGUARDING

We are proud of our safeguarding culture and recognise its paramount importance. We acknowledge that safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all staff should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to.

We maintain a culture of "it could and does happen here" where safeguarding is concerned.

THE ROLE OF THE SITE MANAGER

We would like to appoint a dedicated **Site Manager** to oversee the daily operations and maintenance of our combined sites. The role involves ensuring the school environment is safe, secure, clean, and conducive to learning.

Responsibilities include managing repairs, health and safety compliance, site security, contractor coordination, and grounds maintenance. The ideal candidate should have strong organisational skills, practical maintenance experience, and a commitment to supporting the school community. Prior experience in a similar role is preferred, and familiarity with standards and regulations is essential.

We are looking for someone:

- To lead the site team across the combined school sites, including in liaison with outsourced staff as well as contractors as required
- To manage, maintain and develop the physical resources on site to optimise use for children, staff and the wider community
- To support the Headteachers and School Business Managers in relation to the management and monitoring of school and site maintenance, repairs and associated budgets
- To consistently promote and ensure a positive Health and Safety culture across the school
- To oversee the security of the school and its grounds
- Maintain and onsite swimming pool
- Carry out routine maintenance activities and general DIY
- Arranging and monitoring contractors where necessary
- Carrying out risk assessments, monitoring and recording to help maintain the health and safety of the school

The successful candidate should:

- Be skilled in routine maintenance activities
- Be friendly, reliable, flexible and possess a 'Can Do' attitude
- Be able to work as an individual or as part of a team, able to build strong and effective relationships
- Be able to communicate well with adults and children
- Be computer literate
- Have a knowledge of health and safety legislations
- Be willing to undertake training where needed



APPLICATION AND SELECTION PROCESSES AND TIMETABLE

Salary Details:	E1 to E5 (FTE £33,178 to £36,369) Actual £31,383 to £34,401
Hours:	35 hours per week. There may be some flexibility to specific working hours – to be discussed when visiting the school or during the interview
Deadline for applications:	Wednesday 1st July – by 12:00pm. We will then shortlist candidates and contact you the same day to notify you if you have been called for interview or not.

As part of the process of applying, please complete the online form below to indicate your availability for us to see you teach (please select as many times as possible):

Interview information:	Interviews will be held on Monday 6th July . Should you be invited to interview, further information on what to expect on the day will be shared with you as a part of the invitation to attend on the 1 st July.
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Application form:	The Application form to be completed is available from the Hampshire Education Jobs website: https://www.hants.gov.uk/jobs/education-jobs/application
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Please send applications to:	Sarah Townsend, Business and Admin Manager Cupernham Junior School Bransley Close Romsey SO51 7JT adminoffice@cupernham-jun.hants.sch.uk
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Please find both the job description and person specification below.

JOB DESCRIPTION

Responsible to the Headteacher and School Business Manager

QUALITIES

It is expected that the Site Manager will:

- be committed to continuously maintaining and developing the school and the site
- be able to work on his/her own initiative in the execution of the duties outlined below
- be able to relate effectively to staff, children, parents and the general public
- promote good relationships amongst those working within the school and contribute to the work wider school team
- be sensitive to the needs of others and be able to develop a reassuring atmosphere at all times
- take a creative approach to problem-solving to identify and resolve issues as they arise

This role requires regular movement around the school site, bringing the post holder into regular contact with children with whom professional relationships must be maintained. It is directly accountable to a member of the senior leadership team and will operate autonomously and independently within prescribed budget limits.

DUTIES

SITE MANAGEMENT AND MAINTENANCE, USE OF SITE

- Overall responsibility for the whole site across both schools
- Develop and manage programme of planned and preventive maintenance ensuring that the site is well maintained, functioning and safe
- Carry out appropriate training for Pool Plant Operating (PPO) and ensure pool maintenance and operation meets regulations and expectations
- Regular reassessment of site priorities to ensure requirements of users are met
- Make recommendations on potential sources of energy savings
- Select contractors having regard to value for money etc.
- Monitor overall performance, raising issues with contractors and overseeing specialist work
- Liaise with contractors regarding specialist cleaning and maintenance requirements
- In conjunction with the School Business Manager, encourage use of the school site within the local community
- Training, familiarity (in time) and appropriate use of compliance systems (such as Legionella testing and reporting, PAT testing and reporting, adherence and sharing of the Asbestos Register etc.)
- Organise and manage use of premises outside normal school hours; promote and market extraneous use of site to generate income; negotiate with hirers fees for use

HEALTH AND SAFETY, INCLUDING SITE SECURITY AND SUPERVISION OF CONTRACTORS

- Ensure systems are in place so that all practices and emergency procedures are safe and adhere to H&S requirements
- Be familiar with county council/school health and safety requirements and ensure these are consistently met by those using the site
- Ensure systems are in place so that all practices and emergency procedures are safe, and adhere to H&S requirements
- Review security procedures and make proposals to security as appropriate
- Select contractors having regard to value for money etc.
- Monitor overall performance, raising issues with contractors and overseeing specialist work
- Liaise with contractors regarding specialist cleaning and maintenance requirements

STOCK MANAGEMENT AND ADMINISTRATION

- Requisition caretaking supplies within budget allocation
- Manage budget for contractors/site maintenance
- Ensure reporting responsibilities are met

WELFARE

- To maintain a current first aid qualification
- Giving first aid if necessary
- Assuming the role within Fire management plan

OTHER

- Site improvement works – **please note that this role involves manual elements and a suitable level of physicality is required (e.g. moving, lifting, carrying)**
- To treat all information as confidential
- To carry out such other duties as may be reasonably allocated within the purview of the post
- Ensure the safeguarding of children
- To engage with all required and appropriate Hampshire training (including Pool Plant Operator training) – this is not required prior to commencement of the role but is expected once the role has been accepted and work commences
- Completion and record keeping of compliance paperwork / systems
- Completion of and submission of all required and appropriate risk assessments relating to the site and health and safety
- To be a key holder for the school site, which may require site attendance / call outs during out of hours working



SITE MANAGER: PERSON SPECIFICATION

		Essential	Desirable
QUALIFICATIONS	GCSE or equivalent (Grade C or above / Grades 4-9), including English and Maths	✓	
	Additional relevant qualifications including in health and safety (e.g. Health and Safety at Work qualification, IOSH Working Safely or equivalent)		✓
	Relevant training – Legionella & Asbestos Responsible Persons Training or required completion of Hampshire County Council training within 6 months	✓	
	First Aid Qualification		✓
EXPERIENCE, KNOWLEDGE AND SKILLS, APTITUDES AND DISPOSITIONS	Experience in site, estates, facilities or building management	✓	
	Some experience of managing a budget		✓
	Able to establish excellent working relationships with colleagues	✓	
	Has the ability to work alone in a safe manner	✓	
	Can present themselves in a professional manner	✓	
	Able to effectively manage others	✓	
	Aware of Health and Safety including COSHH and risk assessing	✓	
	Skilled in technical health and safety factors as related to the school environment		✓
	Ability to anticipate and address potential site security and health and safety issues	✓	
	A thorough understanding of responsibilities in regard to keeping children safe and safeguarding	✓	
	Computer literacy	✓	
	Able to undertake minor site improvement works	✓	
	Has excellent organizational skills and delivers work targets on time	✓	

	Strong communication skills – both written and verbal	✓	
	The ability to demonstrate high levels of attention to detail	✓	
	Is trustworthy and reliable	✓	
	Is hard working, proactive and committed	✓	
	Has the ability to prioritise conflicting demands	✓	
	Is able to be analytical	✓	
	Is positive and good humoured	✓	
	Has high expectations of self and others	✓	

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