SS Philip and James C of E Primary School

With love we flourish

Interim Site Manager Grade 6

Fixed Term contract until 31st July 2027

Full time working hours Monday-Friday 8.00am-4.00pm all year round

Actual Annual Salary £28,084 for full time (37.5 hours per week)

Flexible part-time hours will be considered (pro rata salary)

An opportunity to join a highly regarded school in the centre of Oxford.

We are seeking to appoint a Site Manager to join our school team

As Site Manager, you will Support the Office Manager by taking responsibility for management of the school site and all related maintenance and Health and Safety responsibilities. You will play a crucial role in ensuring a safe, clean and comfortable environment for our school community. Full time hours of work are 37.5 hours per week, Monday to Friday 8.00am-4.00pm. Part time and flexible working hours can be arranged for the successful candidate. If you are unsure as to whether you meet the criteria shown in the person specification, or have any other questions, please call Shelley Williamson on 01865 311064 for an informal chat. Visits to the school are also encouraged. We look forward to hearing from you.







What we are looking for in our Site Manager:

Experience of managing a site, educational or other
Strong practical knowledge of health and safety regulations
Ability to coordinate trades and contractors
Hands-on experience carrying out routine repairs such as basic plumbing and carpentry
A friendly manner and “can do” attitude

We offer you:

A successful school with a happy, supportive and friendly team
Induction and training for your role in school
Access to Oxfordshire County Council’s discount schemes
Ample parking and secure bike store
Staff social events
Free tea and coffee in the staffroom

Navigation Way Oxford OX2 6AB 01865 311064 Headteacher: Mr Paul Atkins
http://philandjim.org.uk office.3835@ss-philip-and-james.oxon.sch.uk

Safeguarding

Phil and Jim is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect on this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Reference checks will also be performed prior to interview.

School visits

If you would like to visit our school, or have any questions regarding the role, please contact Ms Shelley Williamson on headpa@philandjim.org.uk or by telephoning the school office on 01865 311064.

How to apply:

- Please visit our website and view current vacancies under the Our School section
- Completed applications should be submitted via My New Term

Applications will be considered on receipt with early opportunity for interview meaning the vacancy may close sooner than the published date.

Closing date for applications: Midday on Friday 11th December 2026.
Applications will be reviewed as they arrive and we may invite strong candidates to interview before the closing date. We reserve the right to close this advert early if we make an appointment.



