

School Site Manager

Hours: 42.5 hours per week
(7 am – 4.30 pm with an hour lunch break, Monday to Friday)

Salary: Competitive – depending on experience

The role of Site Manager involves responsibility for day to day and annual maintenance of the School site including its buildings, playgrounds, gardens and swimming pool to the highest standards. The role holder will maintain site security, oversee the contracted cleaners and oversee other external contractors working on the site.

In this varied and challenging position, it is imperative that the Site Manager is equipped with a good knowledge and understanding of safe working practices, health and fire safety legislation, and security equipment. Training will be provided as necessary. Candidates must have an aptitude for maintenance tasks, be able to work on their own initiative and be able to follow instructions. Good IT skills and competence in the use of word processing, email and associated packages are also key in this role. Excellent communication, customer service and organisational skills are also very important. Previous experience in a similar position or experience in the building trade would be an advantage.

Full Driving Licence and own vehicle essential.

Closing date: Friday 16th November 2018

Interviews to be held w/c 19th November 2018

Start date: December 2018 or as soon as available

Please request an application form and job specification by emailing: pa@windleshamschool.co.uk

CVs will not be accepted.

Windlesham School is committed to safeguarding and promoting the welfare of children; the successful applicant will be subject to an enhanced DBS check.

Windlesham School Trust Ltd. (Charity No.269264)



Preparing children for life