



Site Manager Abbeys Primary School

**Abbeys Primary School
Melrose Avenue
Bletchley
MK3 6PS**

Headteacher: Jess Fellowes

Grade E £26,421-£28,770 - pay award pending

Full time

Permanent

Start date: 1st September 2024 or asap

We are seeking a School Site Manager to join our team and play a crucial role in ensuring the safety, cleanliness, and maintenance of our school premises.

As the School Site Manager, you will be responsible for overseeing day-to-day operations and ensuring that all facilities meet health and safety standards.

You will:

Act as a designated key holder

Oversee the maintenance and security of the school premises

Supervise the work of other premises staff including cleaning and grounds contractors

Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales

Ensure compliance with health and safety regulations

Conduct regular inspections and risk assessments

Contribute to the management of the premises budget and procure quotes for routine maintenance work on school premises

Contribute to site and asset planning and management

Operate and regularly check systems such as heating, lighting and security

Undertake minor repairs to site, furniture, fittings and maintenance of the buildings and site

Maintain records of site activities and safety checks

Respond promptly to any site-related emergencies.

The ideal candidate will have excellent organisational and management skills, an ability to perform minor repairs and maintenance tasks, good communication and interpersonal skills.

This is a busy, friendly, well-resourced school. We have a hardworking, dedicated staff who work closely as a team for the benefit of all children. The school provides good quality professional development encouraging its staff to develop a wide range of skills.

Please contact Sue Lisanti, School Business Manager slisanti@abbeysprimary.org for further information and an application pack or call the school on 01908 375230. Details are also available on our website www.abbeysprimary.org

Please note that all applications must be made using our standard application form; we are unable to accept CVs.

Closing date for applications: 12 noon, Monday 15th July 2024
Interview date: Thursday 18th July 2024

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undertake an Enhanced Disclosure DBS check. The Governors take child protection extremely seriously and all references offered will be followed. This post is subject to a successful probationary period.