

School details: Kingsway Primary School, Valley Gardens, Kingsway, Gloucester, GL22AR

Email – [admin@kingsway.gloucs.sch.uk](mailto:admin@kingsway.gloucs.sch.uk) Tel: 01452 881800

Post title – Site Manager

Grade – 6

Hours – Full time

Contract – Permanent

Closing date – 29 April 2022

Interviews – TBC

Start date: ASAP

Kingsway Primary is a welcoming and happy school with great children and staff. We have a strong reputation with all stakeholders: children, parents, staff and governors and are proud of our work. We have 14 classes in total, as well as an on-site nursery, catering for over 450 children; the buildings are relatively new being less than 14 years old.

Following the departure of our long-standing site manager, we are looking to appoint an enthusiastic, pro-active and hardworking colleague to both manage the school site and support the school's vision for developing our facilities further. We require a new team member who can manage key areas and activities relating to the school's site and facilities including: building maintenance, repair and security, site development, asset management planning, contracts management and lead on Health & Safety compliance.

This position is term time only (39 weeks) for 36 hours per week, Monday to Friday, between the hours of 7.30pm to 3.45pm daily (some flexibility with these hours may be required or can be negotiable) plus a minimum of 4 weeks within the school holidays.

We seek someone who has:

- Previous experience of working as a handyman/tradesperson that is competent at basic building repairs and maintenance.
- A varied practical skill set (for example Carpentry, Plumbing, Electrical, Painting & Decorating, or Gardening/Landscaping).
- Caretaking, cleaning or site-keeping experience in a school or similar environment is preferred
- Must be physically fit as the roll will involve lifting, carrying and manual labour.
- Awareness of H&S matters such as COSHH and working at height.
- Willing to be flexible with hours and cover some out of hours call outs.
- Positive can-do attitude and sense of humour and a willingness to work as a team across the various school departments.

You will be responsible for:

- Managing the maintenance and upkeep of school buildings and grounds
- General site duties which will include opening and closing premises and conducting Health and Safety checks
- Addressing all maintenance issues, damages and repairs
- Booking and overseeing visits from external contractors
- Commitment to safeguarding all those within the school community

Please see the job description on our website for further information and full responsibilities.

Visits to the school are encouraged. Please call the admin team on 01452 881800 or email us to arrange an appointment or for more information on the post.

Application forms and a job description are available to download from the school website, [www.kingswayprimary.org.uk](http://www.kingswayprimary.org.uk) (found under the 'about our school' tab) or by contacting the school office on [admin@kingsway.gloucs.sch.uk](mailto:admin@kingsway.gloucs.sch.uk)

Kingsway Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service check and any other vetting procedures as appropriate.