



# Site Manager Vacancy

Closing Date:	Friday 22 <sup>nd</sup> March 2024 at 12.00
Interview Date:	w/b 25 <sup>th</sup> March 2024
Job Start Date:	April 2024
Contract/Hours:	Permanent, Part-time (Flexibility with hours)
Salary Type:	Support Staff
Hours of Work:	25 hours per week – working pattern negotiable at interview
Salary Details:	Grade D Actual Salary (£17,316 - £19,139 depending on experience)

We are seeking to appoint a positive, reliable and practical person to join our busy and welcoming school team and keep our site tidy, safe and secure. This is a key role that will support in the smooth running of the site to positively impact the experience of the children, staff and wider school community.

You will be contracted to work 52 weeks a year. We would look to work with you in a flexible way to incorporate a quantity of school holiday hours into the term time.

## Key responsibilities will include:

- Key holder and site security, including the daily opening of the school, including some outside of normal hours for school events as required.
- Ensuring all health and safety protocols and requirements for the school are met and records kept up to date
- Requisitioning caretaking supplies and checking/recording their delivery into school
- Maintaining, alongside Hampshire County Council, our grounds area
- Ensuring the premises are cleaned to a high standard and raising any concerns with the cleaning contractors
- Within your level of competency, undertaking repairs or maintenance tasks to ensure that the school building and site are safe and attractive environments
- Minor reactive maintenance e.g. blocked pipe/toilet
- Cleaning duties including reactive hygienic cleans to small areas
- Ensuring all paths, walkways and playgrounds are clear of leaves, ice and litter



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The ideal candidate will:

- Have experience of health and safety protocols and compliance
- Be reliable and flexible and able to prioritise workloads
- Be able to work independently and use own initiative, as well as working well as a team
- Be able to communicate well with adults and children
- Follow the school policies and systems consistently to ensure the safeguarding and safety of our children and site users
- Have a good basic level of practical DIY skills. Previous experience of work in a trade, such as carpentry, plumbing, painting/decorating, would be welcomed but not essential
- Have general ICT knowledge and be able to apply it to use email, word and database/incident recording systems

We can offer you the opportunity to work in a friendly, hardworking team together with committed staff, governors and enthusiastic children.

Visits to the school are welcomed. To make an appointment please contact the school office via [adminoffice@hiltingbury-inf.hants.sch.uk](mailto:adminoffice@hiltingbury-inf.hants.sch.uk) or phone the school on 023 8026 5414.

If you are interested in joining our team, an application form and role profile is available to download from the Community/Vacancies page of the school's website at [www.hiltingburyinfant.co.uk](http://www.hiltingburyinfant.co.uk) Completed applications should be returned to [adminoffice@hiltingbury-inf.hants.sch.uk](mailto:adminoffice@hiltingbury-inf.hants.sch.uk)

The closing date for receipt of applications is **Friday 22<sup>nd</sup> March 2024 at midday.**  
**Interview date w/b 25<sup>th</sup> March 2024.**

## Safer Recruitment

Hiltingbury Infant School and Hampshire county Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks, including Children's Barred List.