



SCHOOL VACANCY – SITE MANAGER

Employer: Wybunbury Delves CE Primary School

Salary: Grade 6 SCP 11 actual salary £18,040.97

Contract: Permanent

Working Pattern: Part Time

Hours: 25 hours per week. All-year round contract.

DBS Check: Enhanced

Closing Date: Wednesday 15th May 12pm

Wybunbury Delves CE Primary School (part of Chester Diocesan Academies Trust CDAT) is seeking to appoint a cheerful and adaptable Site Manager to join our friendly, successful school.

We are looking for someone who has a positive and proactive approach, is able to work independently under their own initiative and takes pride in their work to ensure the school site is maintained to an exceptionally high standard.

The Site Manager plays a vital role in ensuring the safe and smooth running of the school in terms of timely maintenance and repairs of the buildings and grounds in conjunction with site improvements. They will assist with Health & Safety management across the school and therefore a relevant Health and Safety qualification or training is desirable. The successful applicant will have a good level of numeracy and literacy and ideally experience of report writing and/or inspections/ checks.

Key duties include

- Being a key-holder: Responsibility for site security, including opening and closing of the school, managing contractors, as well as outside of normal school hours for school events if required
- Completing and updating health and safety risk assessments
- Health and Safety Checks: checking fire alarm points, monitoring water temperatures, checking equipment, emergency lighting checks
- Liaising with outside contractors
- Snow clearance and gritting in bad weather
- General maintenance jobs around the school and other duties as required.

The successful applicant will also be expected to carry out, to a high standard, simple plumbing repairs, simple joinery, repair of some equipment, decorating and some grounds maintenance. Experience in a similar role would be advantageous.

Wybunbury Delves CE Primary School is strongly committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The post will be subject to an enhanced DBS clearance. The successful candidate will need to have a positive and flexible approach together with a commitment to the Christian ethos of the school.

The contract hours for this post are 25 hours per week, full year (with 5 weeks holiday + 8 Bank Holiday days, to be taken during school holidays). The post holder will be required to ensure the site is unlocked and safe at the beginning of the day prior to school opening, and at the end of the day locked and secure. The 5 hours can be negotiated for mutual convenience but will include the split shift at either end of the school day.

For further information and/or an application form, please email Kate Hughes:-
businessmanager@wybunburydelves.co.uk