



Site Manager

Full time and Permanent Start date – as soon as possible

Hours: Split Shift 6.30am – 9.30am and 3.30pm - 7.30pm, Monday to Friday in term time

8.00am to 4.00pm in school holidays

Salary: £22 – 26,000 per annum

Key responsibilities will include:

- Open and closing the school each morning and evening, ensuring the site is secure and alarms set.
- Supervise the cleaning contractors and ensure the site has been cleaned to the expected level.
- High level and specialist cleaning such as white boards and tech equipment.
- Monitor health and safety procedures and report any concerns to the Business Manager.
- Daily site checks to ensure safety of staff and pupils, PPE availability and a clean site.
- Manage the school maintenance schedule, carrying out minor repairs and overseeing contractors to manage larger scale repairs or statutory testing e.g. gas and water checks.
- Holiday work includes carrying out deep cleaning, maintenance including painting and repairs.

Our ideal candidate will:

- Experience as a caretaker or site manager in a school would be ideal but not essential
- Experience of facilities / operations management in a public sector setting or care home
- Maintenance work in painting/decorating, plumbing or carpentry would be useful
- Experience of customer service
- Ability to manage and prioritise multiple demands
- Ability to create and follow routines and checklists
- Be subject to an enhanced DBS check

In exchange, we offer a competitive salary, excellent professional development and the unique opportunity to be part of a team in an outstanding school with an ethos of high standards and community spirit.

To request an application form, please email hr@thomsonhouseschool.org

Closing date for applications: Friday 16th October at 12.00pm but candidates are recommended to apply as soon as possible. Interviews will take place as suitable candidates apply.

THS is committed to safe recruitment practices and is an Equal Opportunities Employer.