



# Fairfields Primary School

Head Teacher Miss Kelly Dillon

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## Advertisement Details for Site Manager Post

**Closing date:** 19<sup>th</sup> January 2018

**Interview date:** 25<sup>th</sup> January 2018

**Contract/Hours:** Permanent, part-time

**Salary Type:** EHCC/Support staff

**Salary details:** Grade D

**Hours of work:** 25 hours per week times be arranged with the school

**Location of role:** Fairfields Primary School

**Contact email address:** [admin@fairfields.hants.sch.uk](mailto:admin@fairfields.hants.sch.uk)

## Job/Person Summary

We are looking for a Site Manager to join our team at Fairfields Primary School.

We need a practical, enthusiastic and conscientious person to manage our site to provide a clean, safe and well maintained learning environment for our children. Duties will be carried out across split shifts from 7am to 10am and 4pm to 6pm however these hours could be negotiated for the right applicant.

### Main Duties and Responsibilities:

- Being responsible for site security including the daily opening and sometimes closing of the school and occasionally outside normal hours for school events as required.
- Acting as a key holder for the school and attending emergency call outs when necessary
- Regular checking and record keeping of the fire alarm system
- Regular checking and record keeping to meet legislative Health & Safety requirements e.g. COSHH, legionella etc.
- Arrange and supervise contractors on site during working hours
- Work in a flexible manner for the needs of the children and the school
- Liaise and manage a programme of general DIY repairs including planned and preventative maintenance and redecoration
- Take pride in maintaining the highest standards of cleanliness throughout the school site including monitoring contract cleaning and grounds maintenance works
- Monitoring stocks and ordering supplies
- Supporting school's outdoor learning programme
- Liaising with the Business Manager, Headteacher and Governors



The ideal candidate will:

- Be honest, reliable and flexible
- Be self-motivated, organised and able to work using their own initiative
- Be friendly and approachable
- Be able to communicate effectively with children and adults
- Have excellent time management skills
- Have experience of basic plumbing, painting and carpentry skills
- Be practical and able to cope with the demands of a large site
- Be willing to attend training
- Be confident using IT

Previous Site Management experience is desirable but is not essential, as full training and support will be provided to the right candidate.

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post will be subject to an enhanced DBS check.

#### Application Procedure

Please see our school website for further details and documentation including an application form.

Applications by email please

Please call Anne or Sandra in the school office if you would like to visit our school.

