

**BALCARRAS SCHOOL  
JOB DESCRIPTION**

**JOB TITLE:** Site Manager

**HOURS:** Hours will be 37 hours per week, Monday to Friday.

**GRADE:** Point 21 to Point 27  
£26,446 to £30,984  
The school pension scheme is available.

**RESPONSIBLE TO:** Deputy Headteacher

**RESPONSIBLE FOR:** The Site Team, Groundsman, On-Site Contractors

**PERSON SPECIFICATION:**

The successful candidate should have an excellent work ethic and be committed to the support and on-going success of Balcarras School. Experience of managing contractors, leading a team of professionals, and working successfully with diverse groups of people is essential for success. This post involves physical work and the person appointed will need to be physically fit and able to carry out movement of furniture and setting up of school functions.

<b>Main Duties and Responsibilities</b>
<ul style="list-style-type: none"> <li>• Lead the Site Team.</li> </ul>
<ul style="list-style-type: none"> <li>• Oversee the maintenance and security of the school.</li> </ul>
<ul style="list-style-type: none"> <li>• Source outside contractors for maintenance and building projects and oversee contractors while on site.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with manual tasks as required, including the moving and setting up of furniture for school functions.</li> </ul>
<ul style="list-style-type: none"> <li>• Respond promptly to maintenance issues as they arise during the school day.</li> </ul>
<ul style="list-style-type: none"> <li>• Open the school in the mornings (6:00am), for the cleaners.</li> </ul>

The job will involve liaising and communicating effectively with all levels of teaching staff and support staff in the school, parents, governors, contractors and external bodies. As a school, good relationships with the pupils at the school will be essential.

**Accommodation**

The Site Manager is accommodated in an attractive, very well appointed 3-bedroom detached bungalow in the school grounds. This is one of the great benefits of this post. Details of the tenancy are available from the school.

A full job description is available on request.

The job description sets out the main duties of the post. Such duties may vary from time to time without changing the general character of the post or level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Sept 2022

### Site Manager's Bungalow Tenancy

The site manager is provided with an attractive, well-appointed, detached 3-bedroom bungalow. The bungalow is sited in the school grounds, next to the main entrance to the school.

Rent is charged at a minimal rate. For the first year, it will be rented at £1,100 per annum, and rent will rise in line with inflation.

A tenancy agreement between the site manager and the school will be signed prior to the new site manager starting in post. The site manager is required to live full time in the bungalow (except for agreed holidays) while in post.