



The Bishop of Winchester Academy

Site Manager

Full time: 37.5 hours per week, 52 weeks per year

Salary: £28,616 - £34,98 dependent on experience

Are you looking for a career in a thriving, friendly and supportive environment where staff and student welfare is a priority? Are you passionate about making a difference to the lives of young people in a role that really matters? If so, The Bishop of Winchester Academy wants you!

We are seeking a Site Manager to head up our busy facilities team and ensure the safety and security of our site so that our staff and students have an environment in which they can be proud. You will be an integral part of our community and you must therefore take pride in your work and be committed to the life of our academy, both in term time and school holidays.

You must have excellent communication skills and the ability to build constructive working relationships with a wide range of stakeholders. With a flexible approach and a 'can do' attitude, you should have good general DIY skills and practical experience of health and safety requirements. Whilst you must be physically fit to undertake this role, there will be some administrative duties for you to undertake too. Experience of working in a similar environment would be beneficial but more importantly is your commitment to safeguarding and promoting the welfare of our students and staff.

As **Site Manager**, you will be welcomed into a team of dedicated colleagues to:

- Ensure the academy is compliant with all necessary legislation, including Health & Safety
- Ensure the academy buildings and grounds are maintained to a high standard
- Ensure the servicing of essential equipment such as heating, lighting, air-conditioning and alarm systems is carried out on a regular and timely basis, within permitted timescales
- Act as a point of liaison between external providers and the school for building and site works
- Prepare our site for school events
- Create, maintain and monitor the schedule of maintenance tasks for the site and buildings
- Be a positive role model to our students, making a lasting impact on their lives

The Bishop of Winchester Academy is a thriving Church of England school, recently recognised by Ofsted as prioritising 'wider opportunities alongside achievement so that pupils "live life to the full." (Ofsted 2023). Operating from recently refurbished facilities, our shared mission to improve the life chances of all of our students is at the very centre of our work.

We put the welfare of our staff at the heart of everything we do and can offer you:

- Generous employer pension contribution at **23%** basic salary
- Career development with a bespoke CPD programme
- Excellent newly refurbished facilities with free onsite parking and good local public transport links
- Employee Assistance Programme and Cycle to Work scheme
- Close proximity to beaches and the Jurassic Coast to assist your work life balance

To apply for this role, please visit the vacancies section of our website to complete an application form:

<https://www.tbowa.org/staff/-vacancies/support-staff>

Please email completed application forms to recruitment@tbowa.org, addressing your covering letter to Mr Jonathan Adams, Director of Finance.

The Bishop of Winchester Academy is an equal opportunities employer and welcomes applications from all suitably qualified candidates. We are committed to safeguarding and promoting the welfare of children and expect all staff to



I came to give life - life in all its fullness
High expectations - no excuses



*share this commitment. This post is therefore exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. An enhanced DBS check is also required for all successful applicants. **Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CVs.***

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

