



The Bishop of Winchester Academy

Site Manager

Full time: 37 hours per week, 52 weeks per year

Salary: £27,625 - £34,218 dependent on experience

(Pay Award Pending)

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 are looking to welcome a **committed, experienced, ambitious** and focused team player to head up our busy facilities team.

Oversight of Health and Safety, with responsibility for ensuring the security of the site and buildings both in term time and school holidays and ensure the maintenance of the site and the servicing of equipment such as heating, lighting, air-conditioning and alarm systems on a regular basis.

The successful candidate will:

- Be able to communicate effectively
- Be able to build constructive working relationships
- Be able to multi-task and meet deadlines

Your responsibilities will include:

- Ensuring the Academy is compliant with all necessary legislation, including Health & Safety.
- Ensuring the Academy buildings and grounds are maintained to a high standard.
- Ensuring the servicing of essential equipment is carried out on a regular and timely basis, within permitted timescales.
- Acting as a point of liaison between external providers and the school for building and site works.
- Preparing site for school events.
- Creating, maintaining and monitoring schedule of maintenance tasks for the site and buildings.

This role involves a blend of both physically demanding activity, as well as administrative duties.

As **Site Manager**, you will join a growing and supportive team in addition to:

- Enrolment into the LGPS – one of the most **generous pension schemes** in the UK, **offering a 21% employer contribution**
- **Strong travel links** and staff parking
- Close **proximity to beaches**, supermarkets and coffee shops
- Cycle to work scheme
- IT Purchase scheme

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 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.***

Closing date for applications: **Midnight, Sunday 17th September, 2023**

