ST. KATHARINE'S C.E. (V.A.) PRIMARY SCHOOL
Rolls Drive · Southbourne · Bournemouth BH6 4NA

Telephone: 01202 426663
e-mail: office@skps.email
website: www.stkatharinesceprimary.co.uk
HEAD TEACHER: Mrs. N. St John
DEPUTY HEAD TEACHER: Mrs E Burton

Grace ~ Integrity ~ Aspiration

Site Manager – Permanent

Grade 6 – SCP17 to SCP22 – Full Time 52 weeks p.a.
F.T.E - £32,046 - £34,811
5 days per week – Monday to Friday, following a shift pattern between 7am and 6pm daily

We have a really exciting opportunity for an experienced, well organised, enthusiastic, dedicated, practical and efficient person to join our school team working as the school Site Manager, reporting to the School Business Manager.

We are looking for a highly motivated individual to join our team from as soon as possible.

The role enjoys a wide variety of responsibilities and activities, including the following areas:

- Day to day support to all staff across the school to ensure the environment is safe and fully operational at all times for our children and staff.
- Maintaining/keeping regulatory checks and documentation relating to a multitude of areas and subject matters across the school including Fire, Health and Safety, Security, Asbestos, etc.
- Working to provide support to the School Business Manager regarding site projects including planning, quotation and budget research, possessing a competent level of Microsoft office use.
- Maintaining the school asset inventory accurately and carrying out an annual review.
- Repairing, painting, minor plumbing, gardening, maintaining and improving the school site as required.
- Managing the day to day external cleaning contract.
- Controlling and managing the schools refuse requirements.
- Day to day support of staff, including preparing areas of the school for special events, lifting, providing support at occasional out of hours events, etc.

Most importantly you will be a fully integrated member of the whole school staff team supporting our school vision and ensuring that everyone can flourish.

Please do have a good look at our school website www.stkatharinesceprimary.co.uk and our video https://youtu.be/5If_XLdUqfs to get a feel for the school.

Application packs are available on the school website.
www.stkatharinesceprimary.co.uk in Our School/Staff/Staff Vacancies
Please send your fully completed application form **(CVs are not acceptable)** or any other queries to:
recruitment@skps.email

If you would like to visit our school and have a look round, whilst having a discussion about the role with the school business manager, please call the school office on 01202 426663 to arrange this.

Closing date Monday 23rd November 2026 at midnight/Interview dates w/c 30.11.26

St. Katharine's C.E. (V.A.) Primary School is committed to safeguarding and promoting the welfare of children and staff, and expects all staff and visitors to share this commitment. We follow safer recruitment processes and therefore the post requires enhanced DBS check on appointment and references prior to interview.