

Riverside Community Special School



Site Manager

Closing date: 08/02/2019 at 12:00

Interview date: 13/02/2019

Job Start Date: 01/04/2019

Contract/Hours: Permanent , Part-time

Salary Type: Support Staff

Salary Details: Grade D depending on experience.

Hours of Work: 29 Hours, Split Shift, 7.00am - 9.30am , - 2.30pm - 5.30pm. 1.5 additional hours for callouts/school bookings etc each week.

Location of Role: Riverside Community Special School

Contact e-mail address: office.riverside@riverside.hants.sch.uk

Job/Person Summary

Due to the retirement of our Site Manager, we are looking to appoint a practical, conscientious cheerful and hard working replacement to join the Riverside School Team.

Riverside Community Special School is an outstanding school, for pupils with a wide range of learning difficulties. We work hard to ensure the best outcomes for our pupils within a supportive and caring environment.

The successful candidate will need to be:

- A hardworking, approachable and broad minded individual.
- Able to work independently as well as with the school staff, under the management of the Headteacher.
- Able to prioritise and organise daily work schedules to ensure the smooth running of the school.
- Willing to undertake training.
- Manage external contractors.
- Familiar with Health and Safety legislation and procedures.

Main duties include:

- The daily unlocking and locking of the school as well as general site security within the role of a prime key holder (this includes out of hours bookings and call outs).
- Maintaining cleanliness, hygiene and safety around the whole school site.
- Manage a small team of cleaners.
- Maintain a routine of Health and Safety checks including fire alarms, legionella checks and PAT testing.
- Ordering stock.
- Grass cutting.
- Reporting to the Governing Body Health and Safety Committee.
- Liaising with contractors and local authority officers.
- Carrying out preventative maintenance, minor repairs, painting and small DIY jobs.
- Maintaining a sense of humour.

Application Procedure

We are a friendly and hard working team at Riverside. If you would like to join us and find out more about the job, then please arrange a visit through the school office.

For any further information, please contact Maureen Phillips, Admin Manager either by telephone or email.