

Site Manager

School:	Hayesfield Girls' School	Posted:	8th May 2025
Location:	Bath, Bath and NE Somerset	Expires:	25th June 2025 11:59 PM
Contract Type :	Permanent	Start Date:	To Be Confirmed
Salary:	Negotiable dependent on experience	Job ID:	1481770
Hours:	Full Time	Job Reference:	SiteApril25



Hayesfield Girls' School

Site Manager

Location: Hayesfield Girls' School

Salary: Negotiable dependent on experience

Job Type: Full-time

Closing date: Tuesday, 13th May

Interviews: to be confirmed

About Us:

Midsomer Norton Schools' Partnership is a large Multi Academy Trust (MAT) based in the south west. We value our staff highly and want to recruit people who share our values and are passionate about providing the very best education and opportunities for children

Hayesfield is a thriving, vibrant state school in which girls feel safe, valued and happy. We have a strong belief in traditional values; we set high standards in our work, conduct and appearance. We have two large campuses in the heart of Bath City Centre.

About the role:

We are seeking a dedicated and experienced Site Manager to join our team. The successful candidate will be responsible for providing high-level guidance and support to the senior leadership team and site team, ensuring that the school is compliant, maintained, and presented to meet the needs of staff, students, and visitors.

Key Responsibilities:

- Hold regular operational meetings with the Business Manager and Head of Estates
- Prepare and monitor planned and preventative maintenance schedules
- Provide guidance to the site teams to meet health and safety and statutory compliance requirements
- Ensure that security arrangements are in place
- Oversee the creation of accurate inventory for the physical building assets of the school
- Project manage capital projects and advise on progress
- Conduct performance management of site staff
- Ensure safe systems of work and risk assessments are in place
- Ensure maintenance of water hygiene records, fire safety records, and electrical safety records
- Ensure all COSHH and Health and Safety regulations are observed
- Ensure that the site is clean and well-kept at all times

Qualifications:

- Experience in Facilities Management
- Experience managing staff and third parties/contractors
- Knowledge of relevant health and safety requirements
- NEBOSH or IOSH qualification
- Good ICT skills
- Valid driving license

Desirable:

- Experience or understanding of working in an educational environment
- Qualification in Health & Safety/facilities management or similar
- Experience managing budgets

To Apply:

Please complete the application form ensuring you state why you feel you hold the necessary qualifications and experience for the role

There are many advantages to working for us including 26 days’ annual leave (rising to 31 after 5 years service) plus bank holidays (pro rata), access to a government pension scheme, sick pay scheme, cycle-to-work scheme, free eye tests and employee assistance helpline. You also have access to an employee benefits platform which offers savings on everyday essentials to special offers on travel, dining, and entertainment.

Safeguarding Statement:

Hayesfield Girls' School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.