



Leechpool Primary School

Site Manager

WSSC Grade 4/5: £24,790- £25,992 pa, depending on experience (pay award pending)

Required as soon as possible

37 hours per week (the working hours can be flexible to fit with other commitments or employment), year-round contract

We are a large Primary school in Horsham with an extensive site. We are keen to enhance the school site to give our pupils the best environment to support their learning. We are looking for an outstanding Site / Maintenance Manager to be responsible for and take care of our school so that we can continue to take a pride in our environment

We are looking for someone who:

- is hard working, self-motivated and pro-active
- can use their own initiative and be versatile, flexible and solve problems
- has a good work ethic and time management skills
- is able to build positive relationships with all; staff, pupils and parents
- is robust and can deal with high expectations and demands being placed on them
- possesses a range of building maintenance, D.I.Y, caretaking and gardening skills
- is passionate about maintaining and developing the premises of our school so we can be proud of it

We can offer:

- Training in all areas relating to caretaking services - some examples include, health and safety, risk management, ladder training, ROSPA, COSHH.
- A supportive and friendly team
- A competitive grade to recruit strong candidates

The role will include:

- A desire to do a good job and improve the environment so that it is fit for purpose and safe
- Ensuring that the whole school environment is maintained to a good standard to include Health and Safety legislation and managing improvement projects
- Maintaining appropriate paperwork in relation to the role
- Reporting all issues to do with the site to the Leadership Team and governing body
- Responsibility for the security of the building, property, lettings and be on call as required
- Supervision of Premises Officer and cover of role when required.

This role will require work both inside and outside. It is a physical job so will require a good level of fitness. The job involves manual handling and working at heights.

We will require the post holder to be flexible with the hours as needed.

Ideally the candidate will have a car. Petrol will be reimbursed.

Updated April 2025

Breathing life into learning... to be the best we can be...

Closing date for applications: Friday 25 April 2025 at noon.

Interviews: w/c TBC

Visits are welcomed, however please note that the school is on the Easter Holiday between 7 April 2025 to 21 April 2025), if you would like to visit the school, please call from 22nd April 2025.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory reference checks and Disclosure and Barring Service clearance.

Only an application made on the correct form will be considered. Application and safer recruitment forms with a job description and person specification can be found on the school website www.leechpoolprimaryschool.co.uk

Please email sbm@leechpool.w-sussex.sch.uk if you have any questions.