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Headteacher: Mrs S-A Evans
BSc Hons, PGCE, NPQH

Site Manager – Permanent Position

Ringwood Junior School is looking to appoint a reliable, honest and enthusiastic person who has a strong range of practical DIY skills to join our successful school team to keep our site clean and safe.

The successful candidate will need to be proactive, and take a pride in the school's appearance. You will need to be able to work on your own, using your initiative as well as being part of a team.

You will be required to:

- Report to the School Business Manager daily
- Take responsibility for managing the school site, grounds and buildings
- Take responsibility for locking/unlocking daily and securing the site
- Have key holder responsibility
- Line manage the cleaning team and site team to ensure they are performing to a high standard
- Take pride in helping to maintain the highest standards of cleanliness and tidiness
- Undertake a range of repairs, maintenance and decorating
- Work in a flexible manner for the needs of the children and the school
- Carry out and record risk assessments and complete regular health and safety checks, apply policies and procedures throughout the school and maintain health and safety files and records
- Undertake the regular and necessary health and safety training as required
- Be a positive and professional face of our school community
- Liaise with and manage access for community hirers
- Arrange and liaise with contractors on site and ensure work is carried out/completed efficiently and in a timely manner
- Project manage small projects within the school

The role will include some working at heights and moving and handling. Relevant DIY and maintenance skills are essential, but training and an induction programme will be provided.

The post includes the Activities Leader role for 1 hour each lunchtime:

- to lead and organise activities for children to join in with
- set up and manage equipment and oversee pupil playground leaders providing training as required
- explain rules and ensure fairness between children
- join in and model what makes 'good play' with the children
- model and ensure good and kind behaviour during the games and activities.



The post is Monday to Friday, 52 weeks per year. Adjustments to be made to working hours when evening school events occur. 24 days Holiday (plus bank holidays) to be taken during the school holidays. Flexible working hours during the school holidays can be arranged.

Grade D: £26,918 - £29,616 (depending on experience and qualifications)

Visits to the school are warmly welcomed. Please contact Tara Woodward, School Business Manager for further information admin.office@ringwood-junior.hants.sch.uk The role profile, job description, person specification, equality monitoring form and application forms are also available on the school website.

Closing date: Thursday 27th March @ 5:00 pm
Interview date: Wednesday 2nd April 2025

Ringwood Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

