



## Burnham Grammar School

"Pupils enthusiastically embrace challenge and enjoy learning"  
(Ofsted Dec 2022)

**Assistant Site Manager**  
**BUCKS PAY SCALE 4 - £30,361-£32,594**

### Full Time Permanent (Onsite Shift 11:30-19:30)

We are looking for a committed and enthusiastic Assistant Site Manager to support the school's maintenance and H&S compliance

#### Required ASAP

11-18 Mixed Grammar School  
NOR 1271 (6<sup>th</sup> Form 370)

"The behaviour of pupils is exemplary. Pupils enthusiastically embrace challenge and enjoy learning."  
(Ofsted December 2022)

Lead school in small MAT

#### 2024 A Level:

86% A\*-C grades  
71% A\*-B grades  
38% A\*-A grades

#### 2024 GCSE:

93% grade 5-9  
56% grade 7-9  
33% grade 8-9

62% of students achieved 5 or more grade 7-9 at GCSE

#### We are offering you:

- State of the art facilities in our brand new building
- Rare opportunity to work and manage the facilities of our brand new school building
- A diverse community of enthusiastic, motivated & intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially active & culturally diverse school community
- Personalised & effective CPD as evidenced by the school's IIP Gold (2014, 2017 & 2021) & Champion status.

#### We want from you:

- Excellent interpersonal and team building skills
- To be an outstanding Assistant Site Manager
- The ability to carry out efficient PPM checks and maintain records
- Commitment to developing the highest standards of school maintenance
- Flexible working hours when required
- The ability to prioritise reactive maintenance
- The ability to effectively follow a maintenance recording and reporting system

"Staff appreciate the support and time they get to develop their own subject expertise. Leaders have adopted an approach to assessment that is manageable for staff and purposeful for pupils."  
(Ofsted December 2022)

**Closing date for applications: 10am on Monday 2<sup>nd</sup> June 2025**

**Interviews: W/C 2<sup>nd</sup> June 2025**

Please download an application form from our website or telephone the school for more information: 01628 604812. Applications should be sent to the HR and Recruitment Officer by email or post. Please note we do not accept CVs.



E-mail: [vacancies@burnhamgrammar.org.uk](mailto:vacancies@burnhamgrammar.org.uk)

Website: [www.burnhamgrammar.org.uk](http://www.burnhamgrammar.org.uk)

Post to: **Burnham Grammar School,**  
**Hogfair Lane, Burnham, Bucks. SL1 7HG**



Just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25. Burnham station (mainline Paddington & Elizabeth Line) is a short walk from the school.

Headteacher: Dr A Gillespie

**We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race**

*As part of the Beeches Learning Development Trust, Burnham Grammar School is committed to safeguarding & promoting the welfare of its students & staff & expects all staff & volunteers to share this commitment.*

*Successful candidates will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.*