**Boarding Site Manager**

**Salary:**Grade 8, Point 18 -23, £30,559 - £33,366 per annum (pay award pending)

**Contract:**            Permanent

**Term:** Monday to Friday, 52 weeks per year

Payments will be made for additional weekends and lock-ups in the

evenings which will be undertaken on a rota basis.

**Hours:** 37 per week (flexible hours considered)

**Starting date**:     February 2025 (or by negotiation)

**Reporting to**: Facilities Manager

We have an exciting opportunity for a Boardings Site Manager to join our Facilities team from February 2025.

We are looking to appoint an efficient, flexible, friendly and reliable person to take on the role to oversee our boarding site, keeping it safe and looking great.

The successful candidate should be able to work in partnership with our wider staff, boarding and premises staff team to ensure the smooth running of our boarding site.

Our boarding premises are in the heart of Burford and a listed building, therefore there are particular requirements for its maintenance and upkeep.

**Why work with us**

Burford is an oversubscribed school situated in an area of outstanding natural beauty. This is an excellent school, with a superb environment for learning and a priority given to teacher development. Our aim is to recruit colleagues who will be stimulated by the prospect of working hard to share in our success.

**Additional Staff Benefits**

* Supportive continuous professional development and growth opportunities
* Health and wellbeing support including access to an Employee Assistance Programme, free flu vaccinations and a subsidised Healthcare Plan
* Local Government Pension scheme membership
* The school is located within a short walk of a picturesque Cotswold town

As we are a heavily oversubscribed school, children of staff have priority for admission to Burford School.⃰

Visits to the school are warmly welcomed so you can see for yourself what makes Burford School such a special place to work – please contact Sarah Evans, HR Manager, to arrange this.

The successful candidates will need to meet the person specification in order to be offered the post and will be subject to an enhanced DBS check.

For more information or an informal discussion regarding the post, please contact Mr Ashley, Facilities Manager.

**TO APPLY:**

* Please download details and an application form from our Eteach page: <https://www.tes.com/jobs/vacancy/boarding-site-manager-oxfordshire-2154729>

or

* Contact Sarah Evans, HR Manager, at the following email address: [s.evans@burford.oxon.sch.uk](mailto:s.evans@burford.oxon.sch.uk) or telephone the number above.

Burford School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn’t part of the shortlisting process, and there will be a chance to address any issues of concern should it be necessary.

**Closing date: Monday 20th January 2025 (12:00pm)**

⃰ Please see relevant Admissions Policy on the school website.