



Deputy Bursar - Site, Facilities, Transport Recruitment Pack

**CRESTWOOD
COMMUNITY SCHOOL**



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.





Section 1: Post Advertisement

Post: Deputy Bursar - Site, Facilities, Transport

Start Date: May 2026

Pay Scale: E Grade £33,178 - £36,369

Contract: 52 Week contract

Working Pattern: 37 hours per week 08.00 to 16.00, Monday to Friday(term-time only)

Closing Date: Friday 13th March

Crestwood Community School is a thriving single school operating across two campuses, proudly serving the central Eastleigh community. We are seeking to appoint a dedicated and experienced **Deputy Bursar (Site, Facilities and Transport)** to join our leadership team.

This is a key operational leadership role within the school. The successful candidate will work flexibly across both campuses as required, ensuring the effective management of our physical environment, site safety, facilities, and transport provision.

The purpose of the role includes:-

- Deputise for the Bursar (Site, Facilities and Transport)
- Manage both campuses on a day to day basis;
- Manage the Team Leaders of each campus and site staff and support line management of minibus drivers.
- Cover during staff absence
- A lead role in the management of health and safety;
- Oversee daily operations, manage maintenance teams and external contractors, control site security, and maintain the building to support an effective learning environment.
- Caretaking, cleaning, portage and routine maintenance to meet the needs of the school, ensuring high standards of cleanliness and operational effectiveness;
- Compliance with health and safety requirements.

Structure:

Bursar

Deputy Bursar (Grade E)

Team Leader (SH) (Grade D)

Team Leader (CH) (Grade D)

Site Assistant x 4 (Grade C)

Site Assistant X 4 (Grade C)

Other duties will include:

- coordinating and overseeing any contractors on site
- stock-taking and ordering supplies
- Being Key Holder and handling occasional out of hours call outs (eg. in response to alarm)
- responsibility for site security, grounds maintenance and helping to set up for events.

You must have a full clean driving licence, preferably including D1, and are able to drive a minibus, for which full training will be given. You will be joining a highly experienced site team and will be provided with support, training and full uniform.

Section 1: Post Advertisement cont.

You will need to have previous experience of leading a team, grounds maintenance, building maintenance and repair and health and safety. Any experience working in a school environment or with children/young people would be ideal.

Crestwood Community School had an Ofsted inspection in February 2024, which confirmed that we continue to be a 'good' school. The report stated that at Crestwood "there is a welcoming, friendly atmosphere". They also said that "teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education." In addition Ofsted report that "many pupils, staff and parents describe the school as a 'big family'. This is a happy school, where staff and students want to be. The #Crestwood family pervades through everything we do.

Our Head Teacher has a clear vision and an absolute determination to improve the provision of education across Eastleigh.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive "good" grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

As a school we take staff well being seriously. We offer staff the following:

- wellbeing weeks, with no commitments scheduled after school
- free lunch every day
- half termly cooked breakfasts
- accrued inset days, taken as twilights, giving staff an additional 4 days off a year
- One well being day per year (during term-time), to be taken at their chosen time (after a qualifying period)
- weekly thank you bulletin
- birthday cards
- heads discretionary leaves of absence for family events
- acts of random kindness
- access to mental health first aiders



For an informal chat about the role please contact Alan Hussey, Bursar (Site Facilities and Transport Lead) on 023 8064 1232 or via email alan.hussey@crestwood.hants.sch.uk

Application Procedure:

Apply here:

<https://crestwoodcommunityschool.face-ed.co.uk/Emp/Campaign/DetailsEmpView?campaignRef=SCH-CS-0012>

You will need to sign up to SAMRecruit in order to apply.

Alternatively, you can complete the Support Staff Application form that can be found on the school website www.crestwood.hants.sch.uk and email it to hr@crestwood.hants.sch.uk.

Please note we cannot accept a CV as a means of application. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Closing date: Friday 13th March

Interview Date: Week Commencing Monday 16th March

Crestwood Community 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.



Section 2: About Crestwood Community School

We are one school over two campuses, serving the children of central Eastleigh, which is a vibrant town, with large amounts of development in both business and residential areas. There has been an expansion in the primary sector with several local schools undergoing expansion to their buildings to accommodate the growth in student numbers. Crestwood merged with the former Quilley School in 2016 to provide one secondary school for Eastleigh, something new and exciting, offering high quality education for the children of Eastleigh. In 2022 we became oversubscribed in every year group and are operating a waiting list across both campuses. The two campuses are situated at Shakespeare Road and Cherbourg Road and both offer the same high quality education to all year groups with little movement of students. We have two specialised Resource Provisions, dyslexia and SEMH.

As the long serving Executive Headteacher of this wonderful school, I have a clear vision and an absolute determination, alongside my team, to continue to improve even further the provision of education across Eastleigh. The school has a very mixed intake and as a result areas such as pupil progress, behaviour and attendance remain a challenge.

The composition of the school as of December 2025 was:

Students	Current	National	Hampshire
School number on roll	1474	Well above average	Well above average
School %FMS(6)	36%	Above average	Well above average
School %SEND support	19%	Close to average	Close to average
School %EHC plan	8.2%	Well above average	Well above average
School %EAL	14.5%	Close to average	Well above average
School number LAC	18	Well above average	Well above average

We agree with the recent Ofsted areas for Improvement and have established school wide staff working parties to address these.

The Ofsted report states that “Leaders and governors are driven by a strong sense of moral purpose. They are ambitious for pupils’ futures and drive to provide the best opportunities for them. Staff share these aspirations and are loyal and committed”.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive “good” grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

Staff are predominantly one campus based but may be expected to teach across both sites, whilst playing an active part in their innovative and high-performing teams. Across both campuses we have been successful in establishing a strong culture and ethos, typified by the #Crestwoodfamily.

Our Ofsted report from February 2024 stated that at Crestwood “there is a welcoming, friendly atmosphere”. They also said that “teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education.” In addition Ofsted report that “many pupils, staff and parents describe the school as a ‘big family’.

We have enhanced our campuses significantly over the past few years. We have refurbished nearly all areas across the school. We have had a new crescent area and roof at Shakespeare which has enhanced the building significantly. The Cherbourg Campus is situated between the town's two post-16 providers. The site is well maintained with specialist facilities in excellent condition throughout, including 5 new Science rooms and refurbished Sports Hall. In totality we are a school continually on the up and have a can-do-more attitude.



Section 3: Person Specification

Job title: Deputy Bursar - Site, Facilities, Transport

Salary Scale: E Grade £33,178 - £36,369

Responsible to: Bursar - Site, Facilities, Transport

Special Conditions: An enhanced Disclosure and Barring Service (DBS) check is required for this post

Qualifications

Essential

- D1 / Grandfathers rights to drive Minibus (Midas Training can be given)

Desirable

- Level 3 Facilities Management
- Level 2 Award in Support Work in schools
- MiDAS

Experience

Essential

- Premises and facilities management
- Building compliance
- Performance management and line management
- Health and safety legislation
- Contractor management
- Site security and emergency response

Desirable

- Safety, compliance and security
- Planned maintenance (Preventative approach)
- Efficient resource management (energy, budgeting, space optimisation etc.)
- Sustainability and accessibility
- Strong knowledge of health and safety and writing risk assessments

Knowledge and skills

Essential

- Proactive maintenance and Planning
- Good communication and interpersonal Skills
- Good problem solving and decision making.
- Organisational skills
- Compliance monitoring

Knowledge and skills cont.

Desirable

- Defect reporting systems
- Compliance and record keeping with the ability to maintain accurate, up-to-date records for audits.
- Safeguarding and child protection
- Computer literate

Personal attributes

Essential

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Embrace change well
- Deals with difficult situations effectively
- Able to work flexibly and out of school hours as required

Physical Requirements

Essential

- Ability to work at height -climb ladders, scaffolding, and access confined spaces for inspections.
- Good stamina
- Capable of working long, full-time hours.
- Moving and handling of objects
- Environmental exposure (working on ground works)
- Safety adherence (PPE)

