



# Westacre Middle School

**Inspire • Challenge • Achieve**

Position: **Site Manager**

Start Date: **End of August 2025 – To be discussed at interview**

Contract Term: **Permanent position**

Hours: **37.5 hours per week worked over a split shift, 6.45am – 11.00am and 2.30pm – 5.45pm Monday to Friday, 5 days per week, full year, leave to be taken in school holidays**

Scale 5: **£27,711 - £30,062 FTE (Actual £28,085.47 - £30,466.22) + Overtime to be claimed when supporting school events outside of normal working hours, as per Job Description.**

[office@westacre.worcs.sch.uk](mailto:office@westacre.worcs.sch.uk)

[www.westacre-middle-school.co.uk](http://www.westacre-middle-school.co.uk)

We are looking to appoint a flexible, reliable and motivated person to be part of the Operations Team alongside the School Business Manager and Deputy Headteacher, to provide support in the school's vision and values by ensuring the school buildings and environment are safe, clean, secure and well maintained. You will be responsible for the security of the school and ensure compliance and health and safety checks are completed throughout school.

#### **You will need to:**

- be a hands-on individual who is self-motivated and can work under their own initiative
- be able to communicate clearly with all stakeholders
- be physically able to carry out manual handling tasks and cleaning duties
- be prepared to continue to develop your own skills and knowledge through participation in appropriate training courses
- be able to manage our small team of cleaners
- to act as the school's lead Keyholder and be available to respond to emergency telephone calls outside of normal working hours, as part of your responsibility for site security and safety
- present yourself professionally and maintain a positive, approachable manner, as you will be highly visible around the school and are expected to be a good role model and representative of the school community

#### **We can offer:**

- a warm, welcoming and supportive community of dedicated staff, governors, parents and children
- bespoke CPD in line with the role and the successful candidate's experience
- a caring, committed and inclusive ethos
- an excellent working environment in a well-resourced school
- Local Government pension scheme
- local authority discount schemes
- Staff are unanimously proud of their school. They feel valued and all speak of the 'Westacre Team'. Staff say that leaders care about them and their well-being' Ofsted 2022

Westacre Middle School is committed to safeguarding and promoting the welfare of all its children and expects all staff to share this commitment, as such this position is subject to an enhanced DBS check.

**Closing Date: Friday 11<sup>th</sup> July 2025 8.00 am    Interview Date: Week beginning 14<sup>th</sup> July 2025**

*We reserve the right, depending on application numbers, to close or extend the closing dates for positions; we would therefore recommend an early application.*

Westacre Middle School • Ombersley Way • Droitwich • WR9 0AA

Telephone: 01905 772795

Email: [office@westacre.worcs.sch.uk](mailto:office@westacre.worcs.sch.uk)

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**Headteacher: Mrs D M Evans**