



*The*  
**Hawthorns**  
Primary School

Northway, Wokingham, Berkshire, RG41 3PQ

Tel: 0118 979 1676

[www.hawthorns.wokingham.sch.uk](http://www.hawthorns.wokingham.sch.uk)

*Belong, Believe, Achieve and Grow*

## Site Manager

**Required as soon as possible**

**Full time: 37 hours per week, 52 weeks with flexible working hours**

**NJC Grade 5 (Points 12-17: £26,421-£28,770 dependent on experience)**

**Accommodation available on-site**

We are seeking to appoint an experienced and highly motivated Site Manager to confidently manage our beautiful school by ensuring that the building, facilities and grounds are maintained to a high standard and are safe and secure.

### **We are looking for someone who:**

- Has excellent interpersonal and communication skills
- Is flexible, adaptable and proactive when working alone and as part of a team
- Has proven experience in buildings maintenance and takes responsibility for the day-to-day maintenance and ongoing improvement of our school premises and grounds
- Is knowledgeable of relevant Health and Safety legislation
- Can think on their feet to deal with emergencies and resolve problems as they arise
- Has experience within the field of plumbing, electrical work or carpentry

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

- A supportive, friendly team of colleagues in a school where everyone is valued
- A school with a strong sense of community, well supported by parents and governors
- A thriving, well-resourced and popular school with extensive and attractive grounds
- On-site accommodation in a sought-after area in Wokingham

Application packs are available to download from the school's website at:

[The Hawthorns Primary School - Vacancies](#)

Completed forms should be sent by email to Mrs Pippa West, at:

[pippa.west@hawthorns.wokingham.sch.uk](mailto:pippa.west@hawthorns.wokingham.sch.uk). Please get in touch if you have any questions.

**Closing date: Noon on Monday, 27 January 2025**

**Applications will be considered upon receipt Interviews:**

**To be arranged**

*The Hawthorns Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate is subject to an enhanced DBS check.*