



Site Manager

Position:	Site Manager
Start Date:	October 2026 (or sooner)
Location:	Berkshire
Contract:	Full Time - Permanent Position, 37 hours per week - Monday to Friday
Salary:	NJC Level 5 – SCP 13-23 (£30,160 – £35,530 Inclusive of Fringe)

Wexham Court Primary School is looking to appoint a full time, Site Manager.

At Wexham, we are committed to providing a safe, secure and welcoming environment for our children, staff and visitors. The Site Manager plays a key role in ensuring the effective management and maintenance of the school site and grounds. If you are proactive, practical and well organised, please get in touch.

The role involves managing the school site/s and grounds, including facilities for extended school activities, ensuring that they are maintained in a safe, clean and secure condition, and undertaking such tasks as may be necessary for effective site management. The role also includes the coordination of health and safety, ensuring that regulations are followed and adhered to throughout the school.

The Site Manager will provide advice, training and assistance in premises-related matters, including relevant legislation and regulations. The role includes the line management of the Assistant Site Officer and coordination with the cleaning contractor supervisor in the management of cleaning operatives across the school site.

The successful candidate will be flexible and willing to work outside of normal working hours when required, including supporting school trips and events. They will also be required to drive the school minibus as needed, subject to holding the appropriate licence and completing any necessary training or checks, and to maintain the minibus by ensuring it is refuelled, kept clean and ready for use.

The Site Manager will participate in training, other learning activities and performance development as required, and carry out any other duties from time to time as may be required by the Headteacher.

Visits and further information

Visits to the school are highly recommended. To arrange a visit or discuss the position further, please contact Human Resources, on 01753 524 533/989 or by email at HR@wexhamprimary.com.

You can also find out more about Wexham Court Primary School by visiting our website at www.wexhamprimary.com or following us on X [@wexhamPS](https://twitter.com/wexhamPS).

How to apply

To apply, please complete an application form and return it to **Human Resources** at HR@wexhamprimary.com. The application form is available to download from the school website.

Applications will be accepted on an ongoing basis. Interviews may take place as applications are received. No applications will be considered without a completed application form.

Wexham Court Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

We are a friendly and caring school that is committed to safeguarding and promoting the welfare of children.