



WAVENDON GATE SCHOOL

Gregories Drive, Wavendon Gate, Milton Keynes. MK7 7HL

Tel: 01908 586394

Email: admin@wavendongateschool.co.uk

Website: www.wavendongateschool.co.uk

Headteacher: Kerry Jarman BA (Hons)

School Site Manager

Hours: 37.5 hours per week Monday to Friday

7am – 3pm or Split Shift 7am – 12pm / 3.30pm – 6pm

Salary: Grade E £28,984 - £31,441 (Pay Award Pending)

Contract: Permanent, 52 weeks per year

Start date: ASAP

Are you practical, proactive, and ready to take genuine pride in maintaining a vibrant primary school environment? We are seeking to appoint a reliable, highly motivated, and skilled Site Manager to join our school. This is a vital operational role at the heart of our school life. You will be responsible for ensuring our buildings, extensive grounds, and facilities are safe, secure, clean, and fully compliant—ultimately creating a positive, welcoming environment where our children can thrive.

As our Site Manager, you will balance long-term planned maintenance scheduling with daily practical problem-solving. This role is ideal for someone who takes initiative, works brilliantly under pressure, and enjoys a varied day-to-day routine within a collaborative community environment.

What we offer

- A welcoming and supportive school community
- Friendly and dedicated staff team
- Opportunities for training and professional development
- Local Government Pension Scheme
- A varied and rewarding role where no two days are the same

Key responsibilities

- Opening and securing the school premises, acting as primary key holder
- Undertaking regular health and safety and site security checks
- Ensure strict adherence to health and safety regulations including COSHH, fire safety, legionella logs, playground inspections etc
- Carrying out routine maintenance, repairs and basic DIY tasks across the site
- Maintaining the cleanliness and appearance of the school grounds, pathways and car park, ensuring safety during adverse weather conditions
- Source competitive quotes for routine maintenance and oversee external contractors safely while on-site
- Monitoring consumables, purchasing stock, and maintaining records in conjunction with the School Business Manager
- Monitoring and reporting defects, hazards and maintenance issues
- Assisting with manual handling tasks and movement of equipment





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What we are looking for

- Proven hands-on experience in building maintenance, caretaking, facilities operations, or a skilled trade profession.
- Strong understanding of current health and safety requirements and risk assessment processes.
- Practical DIY ability, basic IT competency for managing emails and maintenance logging software, and great organizational skills.
- Excellent communication skills with the ability to build positive relationships with children, staff, parents, and contractors.
- A flexible, trustworthy, and solution-focused work ethic.

How to Apply

Please complete the application form available on our website. We warmly encourage prospective applicants to visit the school to see our community in action.

For further details or to arrange a visit, please contact: admin@wavendongateschool.co.uk or telephone 01908 586394

Closing date: Monday 22nd June 2026

Interview date: Week commencing 22nd June 2026

Please note: We reserve the right to close applications early if a sufficient number of suitable candidates apply.

Safeguarding Statement

Our school is committed to safeguarding and promoting the welfare of children. An enhanced DBS check and additional pre-employment checks, including references and an online search (including social media), will be required.

Milton Keynes Council is an equal opportunities employer.

