



SITE MANAGER VACANCY

- **Required: November 2026**
- **Hours: 37 hours per week / 52 weeks per year**
- **Salary: BWS Support Staff pay scale Grade J Points 31 – 34 (£36,587- £39,874)**
- **Pension: Local Government Pension Scheme**
Optional on-site accommodation: A small self-contained flat may be available with this role. Candidates may choose to take up this accommodation, in which case the applicable salary point/scale will be adjusted to reflect the provision of accommodation. Further details can be discussed with shortlisted candidates.
- **Contract: Permanent**
- **Deadline for Application: Sunday 27 September 2026**
(We reserve the right to close this vacancy early if a suitable candidate is found. We encourage early applications to avoid disappointment)

Bishop Wordsworth's Grammar School is seeking an experienced and proactive Site Manager to lead the management, maintenance, compliance and security of our historic and diverse school estate. This is an exciting opportunity to play a key role in maintaining an outstanding learning environment within one of the South West's leading grammar schools.

We are looking for someone with a positive, can-do attitude. Reporting to the Bursar, you will lead the Site Team, manage planned and reactive maintenance, oversee repairs and improvements, contribute to long-term estate planning, asset management and capital improvement projects, coordinate external contractors and manage the school's cleaning contract. You will also play a key role in ensuring the school meets its health and safety, fire safety, asbestos safety and statutory premises compliance requirements.

The successful candidate will have responsibility for a busy school estate comprising historic and modern buildings, sports facilities and extensive grounds, supporting both day-to-day operations and future development projects.

This is a management role with a hands-on element, so you should be equally comfortable organising people and contractors, solving problems and getting practically involved when needed.

The role includes participation in the School's out-of-hours emergency response arrangements. On-call and call-out allowances are payable in accordance with School policy.

We are looking for someone who:

- is proactive, positive and solution-focused;
- takes ownership and follows jobs through to completion;
- can organise and prioritise their own workload effectively;
- has experience of facilities, estates, maintenance, construction or property management;
- has experience of managing external contractors and ensuring compliance with health and safety requirements;
- can lead and organise a small Site Team;
- is confident managing contractors and challenging standards where necessary;
- can plan ahead while responding effectively to unexpected problems;
- has a good understanding of health and safety, including fire and asbestos safety and compliance; and
- takes genuine pride in maintaining a safe, clean and well-presented environment.

Previous experience in site management, facilities, property maintenance, construction, engineering or a similar practical role would be welcomed. School experience is not essential, and we would particularly welcome applicants who can bring strong practical and people-management skills from another sector. If you are someone who sees what needs doing, takes responsibility and makes it happen, we would be very pleased to hear from you.

Bishop Wordsworth's School is 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 applicants will be subject to an enhanced Disclosure and Barring Service check, as well as other relevant re-employment checks including satisfactory references and medical clearance. All shortlisted candidates will undergo social media checks prior to interview in order to provide the appointment panel with any information that may be relevant to their suitability or have an impact on the school's reputation.

For further details and an application form please visit the school website or scan the QR code above:

<https://www.bishopwordsworths.org.uk/main-school/the-school/staff-vacancies/>. If you wish to have the opportunity of an informal discussion prior to submitting an application form, please contact Mrs Annie Lloyd-Gilmour (HR Manager) alg@bishopwordsworths.org.uk. Applications are accepted by post and email.