Site Manager

Weston Park Primary & Weston Shore Infant Schools

Location:	Weston Schools Federation
Contract:	Full time 37 hours per week, 5 days a week, 52 weeks per year (times to be agreed)
Salary:	Grade 7: Between £32,061 - £36,362 per annum (actual)
Application deadline:	Friday 26th June 2026 at noon
Interview date:	Tuesday 30th June 2026
Start Date:	Tuesday 1st September 2026

Weston Park Primary and Weston Shore Infant Schools are central to the Weston area of east Southampton and share a clear and ambitious vision for the future: to create endless opportunities for our children.

We are two schools united by one strong, positive staff team. We believe that children thrive when policies are implemented consistently and with care. Our team is passionate about the transformative impact that educators can have on a child's learning and life chances. We want our children to have choices, to follow their passions — and to do that, they first need a great education.

We also believe that working successfully with children and the wider community requires staff who are passionate, positive, and committed. That's why staff well-being is a top priority. We operate as a highly effective team across two sites, and we are proud to offer professional development that is second to none. Our coaching-based approach supports staff in achieving their goals and growing as reflective, skilled practitioners.

If you'd like to join our team, you'll need to be a true team player — open to continuous development, reflective, and committed to high standards for yourself and others. Most importantly, you'll be ready to make a meaningful impact on the lives of children who need us to be fair, consistent, and determined to provide a balanced, inspirational, and progressive learning experience.

We warmly invite you to meet our team, meet our children, and see for yourself the difference we're making — and the difference you could make.

Weston Schools are in the Edwin Jones Partnership of Hamwic Education Trust (HET); a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset. The Edwin Jones Partnership is a multi-academy partnership based in Southampton. The partnership enables local schools to work together to develop a strong education for all our children.

Role Summary:

Weston Park and Weston Shore Schools are seeking to appoint a **Site Manager**

Are you a proactive leader with a knack for facility management? Bring your skills to our dynamic and successful team and oversee the maintenance, safety, and functionality of our school site. From coordinating repairs to ensuring compliance with health and safety regulations, you'll play a vital role in creating a happy learning environment for our pupils. Enjoy a supportive work culture, competitive

benefits, and the opportunity to make a real difference in the lives of the pupils and our school community.

If you are a highly motivated and experienced individual who has a good range of practical DIY skills and who will take great pride in ensuring our school offers a safe and appealing environment for pupils, staff and visitors, then please apply!
This is a key role in our school, as you will have responsibility for security, safety, general maintenance and to ensure the cleanliness of our school buildings and extensive grounds.
You will also be looking to help maintain an enticing and vibrant school environment, to support our ongoing vision of enjoyment in learning.
If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then we look forward to your application.

We would really welcome a visit before applying so that you can see our school in action! Please contact Tasha Coleman in our school office to arrange a tour.

We are seeking a professional individual who:

- Be a positive and professional face of our school community
- Work on their own initiative and prioritise their work.
- Be responsible for the management of the whole school site, ensuring the highest standards of cleanliness and Health and Safety are maintained.
- Be responsible for site security and the daily unlocking/locking of the site.
- Manage a small group of cleaners to deliver high standards of cleanliness throughout the school.
- Arrange and liaise with contractors on site.
- Work in a flexible manner to meet the needs of the school.

What we offer you:

- An opportunity to be part of a collaborative team with a shared vision of excellence
- A real career path in a thriving and respected organisation
- Flexible working approach, where possible
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme / Teacher Pension Scheme
- Generous holiday entitlement, increasing with length of service (support staff)
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to wellbeing support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Access to financial wellbeing support through a company that provides comprehensive guidance on all things mortgage related
- Eligible for a Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

Application Procedure:

If you would like to discuss the role further, please contact Tasha Coleman – Senior Admin Officer by emailing recruitment@westonschoolsfederation.co.uk to arrange an informal chat or have a tour of the school. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

If you wish to apply for this position, please complete an application form which can be found at **Job vacancies | Careers | Hamwic Education Trust | Multi-academy Trust** and return to recruitment@westonschoolsfederation.co.uk

CV's will only be accepted along with a completed application form.

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.