



Site Manager

Bearwood Primary School



Location:	Bearwood Primary School
Contract:	37 hours per week, 5 days a week, 52 weeks per year (times to be agreed)
Salary:	Grade G: Between £32,578 - £35,571 per annum (actual)
Application deadline:	22 nd September 2026 12pm
Interview date:	28 th September 2026
Start Date:	26 th October 2026 (or as soon as possible)

Bearwood Primary & Nursery School is a vibrant, one-form entry school catering for children aged 2 to 11, situated in the north of Poole, Dorset. Rooted in our vision of *Learning, Enjoying, Succeeding Together*, we are proud to be a trauma-informed school that places the wellbeing and success of every child at the heart of all we do.

Our Bearwood Belief underpins a nurturing and inclusive environment where children thrive academically, emotionally, physically, and spiritually. We are privileged to serve our local community, offering a rich and inspiring curriculum that builds knowledge and skills from the Early Years through to Year 6.

Led by a dedicated and caring team, Bearwood is a school full of charm and values, where children are supported to reach their full potential. Our core values – *Ready, Respectful, Safe* – guide our daily practice and foster a culture of mutual respect and high expectations. Joining our team means becoming part of a collaborative, forward-thinking school community that is passionate about making a difference.

Bearwood Primary is in the Hillary 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 Hillary Partnership is a multi-academy partnership based in Poole. The partnership enables local schools to work together to develop a strong education for all our children.

Role Summary:

Bearwood Primary & Nursery School are seeking to appoint a *Site Manager*.

Are you a proactive leader with a knack for facilities management? Bring your skills to our dynamic and welcoming team and play a vital role in maintaining the safety, functionality and appearance of our school site. From coordinating repairs and managing contractors to ensuring compliance with health and safety requirements, you will help create an environment where children can learn, grow and thrive.

We are looking for a highly motivated and practical individual who takes great pride in their work and enjoys making a difference. With a broad range of maintenance and DIY skills, you will be committed to ensuring our school provides a safe, secure and attractive environment for pupils, staff and visitors alike. This is a key role within our school community. You will be responsible for the security, safety, general maintenance and presentation of our buildings and extensive grounds, ensuring they are well maintained and ready to support the day-to-day life of the school.

At Bearwood Primary and Nursery School, we believe that a positive environment helps children to flourish. You will therefore play an important part in helping us deliver our vision of **"Learning, Enjoying**



and Succeeding Together", creating an inviting and vibrant setting that reflects the pride we have in our school.

Key Responsibilities

- Ensure the security and safety of the school site at all times.
- Carry out and oversee general maintenance and repairs.
- Manage contractors and coordinate planned maintenance works.
- Maintain high standards of cleanliness and presentation across the school buildings and grounds.
- Support compliance with health and safety, safeguarding and statutory requirements.
- Contribute to the development of an attractive, welcoming and inspiring learning environment.

This is a varied and rewarding role where no two days are the same. You'll be part of a supportive team, enjoy competitive benefits and have the opportunity to make a real difference in our school community.

At Bearwood Primary and Nursery School, we believe that every child deserves to learn in an environment where they feel safe, valued and inspired. As our Site Manager, you will play a key role in helping us achieve our vision of "Learning, Enjoying and Succeeding Together."

We strongly encourage prospective applicants to visit the school to see our environment in action. Please contact Sharon Tuley, Operations Manager 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*
- *Possess a broad range of practical maintenance and DIY skills.*
- *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 through 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 Sharon Tuley by emailing school@bearwood.poole.sch.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 school@bearwood.poole.sch.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.