



Site Manager

Upton Infant & Upton Junior Schools



Location:	Upton Infant & Junior Schools
Contract:	37 hours per week, 5 days a week, 52 weeks per year (times to be agreed)
Salary:	Grade 9, SCP 19-25 Between £33,119 to £37,562 per annum (actual)
Application deadline:	04 October 2026
Interview date:	15 October 2026
Start Date:	As soon as possible

Upton Infant & Junior Schools, both three form entry, are vibrant and happy schools within the Upton area of Poole, near Lytchett Bay Nature Reserve.

We strive to shape schools that truly reflect the beliefs and values of our local community while embracing the opportunities of an ever-evolving global society. We want every member of our community - children, parents and staff - to play an active role in shaping and championing our shared school's vision and values, ensuring they grow and thrive with us.

We aim for children at Upton Schools to flourish—experiencing success and growing into brilliant, curious, creative and resilient learners who truly love learning, nurtured through exceptional teaching within a supportive and inspiring environment

You will be joining a dedicated and passionate team who are committed to making a meaningful difference and nurturing the whole child. As part of our community, you will help shape learning experiences that are creative, inclusive and truly enriching. We champion the professional development and wellbeing of our staff, offering high-quality training, mentoring and clear opportunities for career progression.

Upton Schools are 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 and Dorset. The partnership enables local schools to work together to develop a strong education for all our children.

Role Summary:

Upton Schools 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.

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
- Wellbeing day
- 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 Lucy Townsend by emailing recruitment@uptonjun.dorset.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 recruitment@uptonjun.dorset.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.