



The Mark Way School

Batchelors Barn Road, Andover, Hampshire SP10 1HR

Tel: 01264 351835

adminoffice@markway.hants.sch.uk www.markway.hants.sch.uk

Headteacher: Mr Lester Culley

Date: 02/09/2026

Role: Site Manager

Pay: Grade D-E – depending on experience, knowledge and skills

Hours per week: 37 hours - split shift to include early mornings and early evenings

Weeks per year: 52 weeks

We are seeking to appoint a proactive, highly organised, and practical Site Manager to oversee the maintenance, safety, security, and day-to-day management of our school site. This is a key role within the school, ensuring that our buildings, grounds, and facilities provide a safe, welcoming, and effective environment for pupils, staff, visitors, and the wider community.

The successful candidate will play a vital role in maintaining high standards across the school site while supporting the school's commitment to providing an outstanding learning environment.

About the Role

As Site Manager, you will be responsible for the management and upkeep of the school's buildings, grounds, equipment, and infrastructure. Working closely with the Senior Leadership Team, you will lead on site maintenance, health and safety compliance, security, contractor management, and the effective use of school facilities.

Key responsibilities include:

- Managing the maintenance and repair of school buildings, grounds, and equipment.
- Ensuring the school site remains safe, secure, clean, and compliant with health and safety legislation.
- Acting as the school's keyholder and overseeing site security arrangements.
- Managing and monitoring contractors and service providers.
- Leading and supporting the cleaning staff where applicable.
- Conducting regular health and safety inspections, risk assessments, and compliance checks.
- Monitoring maintenance and cleaning budgets and ensuring value for money.
- Managing emergency responses relating to weather events, site incidents, and building issues.
- Ensure systems are in place so that all practices and emergency procedures are safe and adhere to H&S requirements.



SCHOOL
MEMBER





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- Act as the School Health and Safety Officer and act as the School Fire Safety Coordinator with overall responsibility for fire safety issues in the school.

The ideal candidate will have:

- Experience of building maintenance, site management, caretaking, or a similar role.
- Practical maintenance and DIY skills.
- Strong organisational and problem-solving abilities.
- Knowledge of health and safety requirements, including risk assessments and COSHH.
- Excellent communication and interpersonal skills.
- Experience of supervising staff and managing contractors.
- Good IT skills, including Microsoft Office applications.
- The ability to work independently and prioritise a varied workload.
- Be familiar with County Council/school health and safety requirements and ensure these are consistently met by site users.

To Apply:

Please complete the application form and return to the school office either by post or by emailing Lucinda Whittingham (l.whittingham@markway.hants.sch.uk). You are welcome to attach a CV to your application; however, we are not able to accept CVs without a fully completed application form.

Closing Date: 18/09/2026 at 12:00

Interview Date: 23/09/2026



SCHOOL
MEMBER

