Site Manager

North Downs Primary School Flexible hours| Full Year | Permanent Salary: Surrey Pay Grade 5.6 (FTE £29,604)

Join our school community in the heart of the Surrey Hills

Are you someone who takes pride in caring for buildings and grounds, enjoys solving practical problems, and wants to make a real difference every day?

North Downs Primary School is looking for a dedicated and enthusiastic Site Manager to help care for our three-school-site community, nestled within the stunning Surrey Hills and surrounded by welcoming village communities.

This is far more than a maintenance role. As Site Manager, you will be an important member of our school family, helping to create safe, secure and inspiring environments where children can learn, grow and thrive. From ensuring our sites are well maintained and compliant, to overseeing improvement projects and working with contractors, no two days are ever the same.

With over 360 children across our three sites, your work will directly support the daily experiences of our pupils, staff and families. You'll be joining a school that values strong relationships, community spirit and taking pride in our unique surroundings.

A unique opportunity

The role includes the option of **school-owned caretaker accommodation (3 bedroom house)**, providing an opportunity to live and work within one of Surrey's most beautiful and sought-after locations. Set amongst picturesque villages and countryside, this position offers not just a job, but a lifestyle and a chance to become part of a close-knit local community. Salary reflects the inclusion of this accommodation for the successful candidate.

We are looking for someone who:

- Has experience in site, premises, facilities or estate management.
- Enjoys practical maintenance, repairs and problem-solving.
- Understands health and safety responsibilities and compliance requirements.
- Can organise work effectively across multiple sites and manage contractors confidently.
- Is reliable, proactive and able to work independently.
- Has strong communication skills and a positive, can-do approach.
- Shares our commitment to safeguarding and promoting the welfare of children.

In return, we offer:

- Flexible hours (key times are opening in the morning, locking in the evening and setting up for lunch during the day).
- A warm, friendly and supportive staff team.
- A varied and rewarding role where every day brings something different.
- Opportunities for training and professional development.

- The chance to become a valued member of a thriving school community.
- The opportunity to work in an exceptional Surrey Hills setting, at the heart of strong village communities.
- School-owned caretaker accommodation as part of the role.
- The satisfaction of making a lasting difference to the environment in which our children learn and flourish.

A full driving license and access to a vehicle are essential due to the nature of the role and travel between sites.

Closing Date: Friday 6th November 2026 at 11am

Following the shortlisting process, communication will only be made with the applicants invited for interview.

Early applications are encouraged as we reserve the right to interview or appoint before the closing date should a suitable candidate apply.

Safeguarding statement

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory reference checks, a Disclosure and Barring service (DBS) check and a health check. Everychild Partnership Trust welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.