



**Morven Park Primary School**  
**Site Manager – NJE Grade 4 point 8-14 (£26,823 - £29,540)**

**Start Date:** As soon as possible

**Hours:** Full time (37 hours)  
Split shift, Monday - Thursday (6-10am, 2.30-6pm)  
Friday (6-10am, 2.30-5.30pm)

Some out of hours work to:

- ensure the security of the site for example, to lock up after parents evening, respond to the alarm system
- to attend training
- to meet contractors

**Contract:** Permanent

The Headteacher and Governing body of Morven Park Primary School wish to appoint a permanent Site Manager to join our friendly and dedicated team.

You will play a key role in ensuring that our school is a safe, clean, attractive and secure environment for our children to learn in and for our staff to work in. The role requires you to ensure that the site is managed effectively and that all administrative tasks are completed to the highest standard to ensure compliance.

Alongside the School Business Manager, you will be responsible for health and safety, ensuring that regulations are followed and adhered to throughout; you will also oversee the work of the cleaning team and school handyman to ensure that our school is always an inviting place to be for all.

This is a varied and hands-on role, perfect for someone who takes pride in their work and enjoys working as part of a team. The ideal candidate will have excellent interpersonal and organisational skills; knowledge of and the ability to undertake various maintenance and repair works, be pro-active and able to demonstrate the ability to work under their own initiative.

The role also involves managing an annual budget. This budget must be monitored and spent carefully and effectively.

Previous experience of working in a school environment would be advantageous but not necessarily essential. As the school has 4 minibuses, we require candidates to have a driving license.

We are looking for someone who will become an integral member of our community where children are at the centre. You will take ownership of the school site, working with the children and staff to make it a high-quality environment for learning.





This is an excellent and exciting time to join our school. We believe in supporting and developing all staff, with regular CPD and a forward-thinking, friendly team culture. We welcome visits to the school and the chance to meet members of the team, as well as the leadership team.

Please contact our school office if you would like to arrange a visit to the school or if you have any further questions on 01623459395.

The school is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced DBS disclosure.

Please submit completed applications to our office by email: [office@morvenpark.notts.sch.uk](mailto:office@morvenpark.notts.sch.uk)

**Please note we cannot accept CV's as a form of application.**

**Application deadline: 25<sup>th</sup> September 2026**

**Interview date W/B: 28<sup>th</sup> September 2026**

