

**Site Manager (Part-Time, Term-Time Only)**  
**High Wycombe Church of England School**  
*“Be strong and courageous” – Joshua 1:9*

- **Job Title:** Site Manager
- **Grade:** Bucks Pay Range 3 Salary - £28,129 - £30,174 p.a. pro rata (or in line with experience)
- **Hours:** 20 hours per week, 39 weeks per year (term-time only)
- **Start Date:** March 2026

*While this is a term-time only position, there is some flexibility in how hours are worked, to meet both the operational needs of the school and the circumstances of the post holder.*

We are looking for a proactive and dedicated Site Manager to join our friendly team at High Wycombe Church of England School. This is an exciting opportunity to take pride in maintaining a safe, welcoming, and inspiring environment for our pupils and staff.

You will be responsible for the day-to-day management of the school site, including maintenance, security, health and safety compliance, and supervision of cleaning staff and contractors. The role offers flexibility in how hours are worked, to meet both the operational needs of the school and the circumstances of the post holder.

We are seeking someone who is reliable, practical, and committed to teamwork - a problem solver who takes initiative and demonstrates care for our school community.

High Wycombe Church of England School is committed to safeguarding and promoting the welfare of children. All appointments are subject to enhanced DBS and reference checks.

The successful candidate will join a friendly, hardworking and very supportive team in this over-subscribed and popular school with strong Church and Community links.

Visits to the school are welcome. Please contact the school office for details and an application form.

**Closing date:**     **Open until filled. Applications will be reviewed as they are received, and we may close the advert early once a suitable candidate is found. Early application is encouraged.**

**Available Documents:**

- Job Description
- Person Specification
- Application Form