



# School Site Manager – Job Advert

**Full time, 9.30am-5.30pm | Salary: £26,393-27,713 per annum**  
**Great Chart Primary School, Ashford, TN23**

Are you looking for a rewarding opportunity to make a real impact in a vibrant and supportive school community? Great Chart Primary School is seeking a proactive, hands-on Site Manager to join our dedicated team.

## About the Role:

As our School Site Manager, you'll be responsible for the maintenance, safety, and security of our school premises. You will oversee premises staff, manage contractors, and ensure full compliance with health and safety regulations. Your work will be central to creating and sustaining a positive learning environment for our 424 pupils and staff.

## We Offer:

- A supportive team environment
- Opportunities for professional development and training
- Staff wellbeing initiatives
- A vibrant school community that values every member

## What We're Looking For:

- Experience in facilities management or a similar role
- The ability to lead, supervise, and motivate premises staff
- A proactive, hands-on approach to site safety, maintenance, and security
- A commitment to supporting the ethos and success of our school

***Site visits are welcome between 2<sup>nd</sup> and 13<sup>th</sup> February. Please contact below to arrange this.***

## How to Apply:

Further details and application forms can be emailed or you can apply via KCC Website – [www.kent-teach.com](http://www.kent-teach.com) or the school's website - <https://www.great-chart.kent.sch.uk/about/vacancies/>

For more information, please contact Mrs Lucia Page, School Business Manager,  
Great Chart Primary School, Hoxton Close, Singleton, Ashford, Kent TN23 5LB  
e-mail: [luciapage@great-chart.kent.sch.uk](mailto:luciapage@great-chart.kent.sch.uk) Telephone: (01233) 620040.

Our school and all its personnel are committed to safeguarding and promoting the welfare of the children and expects all staff and volunteers to share this commitment and to share the vision and values of the school. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service, proof of identity will be required, clearance by Occupational Health of fitness to work and current and previous employers will be contacted for all applicants prior to short listing and interviews. For shortlisted candidates we will carry out online checks prior to interview.

**Closing date - Sunday 22<sup>nd</sup> February 2026**  
**Interviews - Wednesday 25<sup>th</sup> February 2026**