

Assistant Site Manager

Tonbridge

Salary: KSC £26,956 - £27,765 per annum (depending on experience)

Hours: 37 hours per week, Monday to Friday, all year round. Working hours are **negotiable between 8:00am and 5:00pm** to support work-life balance.

Holiday: 29 days annual leave plus bank holidays.

Oakley School is seeking an enthusiastic, reliable and proactive Assistant Site Manager to help maintain and develop our facilities across our Tonbridge and Tunbridge Wells sites. This is a rewarding opportunity to be part of a dedicated team supporting children and young people with severe and complex needs.

At Oakley School, every repair completed, every safety check carried out and every improvement made contributes to creating a safe, accessible and welcoming environment where pupils can learn, develop and thrive.

About Oakley School

Oakley School is the district Special School for pupils aged 4–19 years with profound severe and/or complex needs, communication difficulties and learning disabilities. Our staff are passionate about ensuring every child and young person has the opportunity to achieve their full potential.

Our Mission: Children and Young People at the Heart of All We Do.

Our Ethos: Work Hard, Be Kind, Have Fun, Stay Safe

About the Role

This is a hands-on, varied and rewarding role where no two days are the same. Working primarily at our Tonbridge site, with flexibility to support our Tunbridge Wells site when required, you will work alongside the Site Manager and Site Team to ensure our buildings, grounds and facilities are safe, secure, compliant and well maintained.

You will play a key role in creating an environment where our pupils, staff and visitors feel safe and welcome every day.

Your responsibilities will include:

- Carrying out day-to-day repairs, maintenance and improvement works
- Supporting the upkeep and presentation of school buildings and grounds
- Assisting with site security, including opening and locking procedures
- Undertaking routine safety and compliance checks
- Supporting health and safety compliance and maintaining records
- Assisting with fire safety procedures and premises inspections
- Liaising with and supporting contractors working on site
- Maintaining outdoor areas and undertaking seasonal grounds maintenance

- Setting up rooms and facilities for meetings, training sessions and school events
- Supporting specialist facilities and accessibility requirements
- Undertaking manual handling tasks and ad hoc cleaning duties where required
- Contributing to ongoing site improvement and development projects across both sites

We are looking for someone who:

- Has a positive, flexible and proactive attitude
- Enjoys practical work and problem-solving
- Has good general DIY and maintenance skills
- Understands health and safety requirements and safe working practices
- Can work independently and as part of a team
- Has sound literacy, numeracy and basic IT skills
- Is organised, reliable and takes pride in their work
- Holds a full driving licence and is willing to travel between school sites

Previous experience in a similar role is desirable, but training and support will be provided for the right candidate.

What Success Looks Like

In this role, you will:

- Help ensure our pupils learn in a safe, well-maintained environment
- Take pride in resolving practical issues efficiently and effectively
- Build positive working relationships with staff, contractors and visitors
- Contribute to improvements that enhance the experience of our school community
- Become a valued member of a friendly and supportive team
- Make a tangible difference to the daily lives of children and young people with complex needs

Why Join Oakley?

At Oakley School, we know that our staff are our greatest asset. We are committed to supporting wellbeing, professional development and creating a positive working environment where staff can thrive.

Benefits include:

- Kent Rewards employee discount scheme
- Local Government Pension Scheme
- Free onsite parking
- Access to employee counselling and wellbeing services
- A friendly and supportive team environment
- Opportunities for training and development
- Opportunities to gain experience in health and safety, compliance and site management

- The chance to contribute to meaningful projects that directly benefit our pupils

For further information and details of how to apply, please visit www.oakleyschool.co.uk or email recruitment@oakley.kent.sch.uk

Please note that we are unable to accept CVs.

Closing date: 13th September 2026

Oakley School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All appointments are subject to appropriate safeguarding and pre-employment checks.

