



## Ribston Hall High School Vacancy

### Deputy Site Manager

Grade:	NJC SCP 16-20, £29,572 to £31,586
Hours:	37 hours per week, all year round
Contract:	Permanent
Closing Date:	Thursday 27 March 2025 at 5.00pm
Interview Date:	W/C Monday 31 March 2025
Start Date:	As soon as possible

An exciting opportunity has arisen to join the friendly team at Ribston Hall High School as Deputy Site Manager, to support the work of the Site Manager and to deputise in their absence.

This is an exciting time to join Ribston Hall High School, as we embark on a new phase of development across the site to improve our facilities and school environment.

This position is full time, reporting to the Site Manager or in their absence the Finance and Operations Manager and would suit an individual looking to progress into Site Management. This role offers an ideal opportunity for a highly committed, enthusiastic and energetic individual to join us and assist in managing our school site, helping to ensure operational effectiveness whilst carrying out duties to support the day-to-day running and management of the school site.

The role will include maintaining the Health & Safety systems, building maintenance, site security, record keeping, moving and handling of objects and deliveries, working at height and grounds maintenance. It is important that the Deputy Site Manager can demonstrate a sense of pride in their surroundings, ensuring that the school is kept clean and well maintained to provide a pleasant and inspiring environment for students and staff to learn and work.

With a good standard of general education and a Trade-related qualification, the successful candidate will be confident in the use of IT systems and demonstrate a willingness to undertake relevant skills training. Previous site management experience is desirable, as well as a background of working in schools or a similar environment. The successful candidate will also hold a full driving licence.

To ensure the school has access to site services throughout the working day, it is expected that the postholder will work as a member of the site team to deliver a service between the hours of 6.30am and 4.30pm daily. The role is full-time, working 37 hours per week, with a

varying shift pattern. The ability to work flexibly on occasion is required to meet the needs of the School.

To apply, please visit the school website [www.ribstonhall.gloucs.sch.uk/vacancies](http://www.ribstonhall.gloucs.sch.uk/vacancies) and submit your completed application form via the website, together with a covering letter (maximum of two sides of A4) which outlines your experience and suitability for the role as detailed in the Job Description and Person Specification (CVs will not be accepted).

Please view our school website for further information about the school. If you would like further information about the role please contact Lisa Hughes, Finance and Operations Manager on 01452 382249.

Ribston Hall High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share the same commitment. Appointment is subject to satisfactory references, enhanced DBS disclosure and a pre-employment health check.