



KINGS'

SCHOOL • WINCHESTER

Job Role: Deputy Site Manager

Start Date: September 2026

Salary: £27,780

Hours: 37 hours per week

We have a fantastic opportunity for an inspiring, enthusiastic, and dedicated individual to join our Site Team as a Deputy Site Manager. You will be a part of our vibrant and flourishing school community, where a love for learning and positive relationships extends beyond the classroom and into the life of the school.

Investing in our people is therefore at the core of our vision for success. We recruit on character; we minimise distractions from our purpose (teaching, learning and pastoral care); and we focus on investing in you and your professional growth so you become the very best you can be.

To view the full job description and person specification attached to this role, please visit the [school website](#). Teachers of all career stages are welcomed to apply.

Why Kings'?

Kings' is an exciting and rewarding place to be. Our pupils are keen to learn and succeed, and consistently show appreciation for their teachers' support and dedication. Our teaching and support staff are caring and committed, all firmly believing that we should help pupils be their best. Whether colleague or pupil, all members of the Kings' community live our values and collective morale is high.

Working at Kings' in Winchester, you will:

- Benefit from a supportive, encouraging culture of professional growth and autonomy.
- Be part of our friendly, welcoming team – you join our Kings' family, who live by our motto, Una Laborantes (Working together).
- Feel valued and recognised for your contributions, whilst being actively encouraged and supported in maintaining a healthy work-life balance.
- Receive a laptop that comes with continual support from our effective and dedicated in-house IT Support Team.
- Park on site, in a secure, accessible car park, equipped with EV charging spaces
- Work in well-resourced departments, with access to a high-quality library for professional development.
- Feel the benefits of working in the beautiful Hampshire countryside, on a large campus surrounded by greenery and open spaces.
- Employee Assistance Programme – 24/7/365 phone advice and counselling.
- Free staff gym and swimming sessions.

To see what current staff say about working at Kings' and learn more about our dedication to wellbeing and staff voice, visit our [website](#).

How to apply

Download and complete an application [form](#), then email a copy to recruit@kings-winchester.hants.sch.uk by the stated closing date. Please note, we can only accept CVs with an accompanying application form and we are not able to support with sponsorship for this role.



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Deputy Site Manager

To support the Site Manager in the leadership, management and efficient operation of the school estate, ensuring the site remains safe, compliant, secure, well-maintained and fit for purpose. The Deputy Site Manager will support the coordination, monitoring and delivery of planned and reactive maintenance, defects and site improvement works, ensuring tasks are completed to the required standard and that any risks to delivery are escalated promptly. The postholder will deputise for the Site Manager as required.

Site Management

- Support the Site Manager in monitoring defects, maintenance and project registers, ensuring work is progressed and completed within agreed timescales.
- Assist in the allocation, monitoring and quality assurance of site-related work.
- Escalate emerging risks, delays, health and safety concerns or resource constraints to the Site Manager at the earliest opportunity.
- Support the coordination of staff, contractors and resources to ensure operational priorities are delivered effectively.
- Assist with maintaining service continuity across the team through effective communication, training and knowledge sharing.

Site Maintenance – Internal/External

- In the absence of the Site Manager, ensuring the effective delivery of site maintenance, grounds, and cleaning operations.
- Promote the maintenance, improvement, and development of the internal and external school site, ensuring a safe and visually pleasing school environment.
- Carry out and oversee the rectification of defects identified across the school site, ensuring issues are appropriately prioritised, progressed and completed to the required standard within agreed timescales.
- Inspect completed works and support quality assurance checks to ensure maintenance, grounds and cleaning standards are consistently achieved.
- Undertake routine indoor and outdoor maintenance repairs, ensuring high standards of safety are maintained. This includes, but is not limited to, replacing light bulbs and fittings, re-securing wall hangings, fixing doors, clearing leaves, minor pruning, emptying external waste bins, and litter picking.
- Undertake emergency repairs to the internal and external site as required.
- Carry out internal maintenance and redecoration works as instructed by the line manager, including but not limited to redecorating, painting, laying carpets, installing whiteboards and notice boards, maintaining toilet areas, and securing cables.
- Operate and monitor the school's heating, lighting, water, and ventilation systems, ensuring they are maintained and functioning to the required standard.
- Report to the line manager on the condition and maintenance requirements of fixed safety signage.
- Respond to adverse weather conditions and emergencies, including clearing snow and ice from pathways to maintain safe access, and dealing with break-ins or damage to school property as agreed with the line manager.



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Stock/Equipment management and Admin.

- Arrange repairs and order replacement equipment as required, ensuring school facilities and resources remain operational and fit for purpose as directed by the Site Manager.
- Maintain, monitor, and review all relevant paper-based and electronic records, ensuring information is accurate, up to date, and compliant with school procedures.
- Move and transport goods, furniture, and equipment safely within the school site as required.

Site use

- Support preparations for examinations, lettings, school events, adverse weather conditions and other operational activities, ensuring resources and facilities are ready when required.
- Collect, segregate, and assemble waste for collection, ensuring waste management procedures are followed and site cleanliness is maintained.

Contractors

- Monitor contractor performance on site, ensuring works are completed safely, to the required standard and within agreed timescales. Escalate concerns to the Site Manager where necessary and liaise with Hampshire County Council regarding specialist maintenance e.g. electrical.

Site Security

- Act as a keyholder for the school. Lock and unlock, including activate and deactivate intruder alarm system as directed by line manager.
- Ensure security/Safety of users, in consultation with the line manager, decide if the site or parts of the site are not safe and should be closed to school personnel.
- Apply security procedures to the school area and report any discrepancies to the line manager.
- Unlock/lock school premises when in session and act as principal key holder in emergencies.

Health & Safety

- Maintain an up-to-date awareness of HCC and Health & Safety policies and procedures applying them throughout the school.
- Ensure site cleanliness meets Kings' standards.
- Follow all School and Health & Safety policies and procedures. To include use of PPE where appropriate

Additional Responsibility.

- Be named responsible person for one or more of the below areas:
- Legionnaires Testing: Conduct & record monthly water system tests for Legionella Disease, completing additional ad hoc checks at manager's request.
- COSHH
- PAT testing
- Fire Alarm Testing: Conduct & record weekly tests of all fire equipment's, completing additional ad hoc checks at manager's request.