



Executive Headteacher: Mrs Helen Hayes
NOR: 214 (Group 2)

SITE MANAGER

Grade D Point 16-18 (£17,419 - £18,070)

Required as soon as possible

The Governors are seeking to permanently appoint a self-motivated, reliable, multi-skilled, proactive and organised Site Manager to fulfil this key role associated with the smooth running of the school.

The fundamental part of the role will be premises management and health and safety compliance. This entails the maintenance and security of the building and grounds, ensuring the cleanliness of the site as a welcoming, safe, secure environment for pupils, staff and visitors, and taking responsibility for ensuring full compliance with current health and safety legislation.

You must be willing to undertake routine maintenance including painting and decorating, DIY and general repairs. There may be some late working patterns taking in to account special events and Parents Evenings, for which flexibility is essential. The Site Manager is expected to tend to emergencies outside of school hours; therefore a full driving licence is essential.

You should be able to demonstrate good ICT, Literacy and Numeracy skills for accurate record keeping

Visits to school are encouraged and can be arranged via the school office.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring and background check.

Closing date: Friday 22 September 2017 (Noon)

Shortlisting: Monday 25 September 2017

Interviews: Thursday 28 September 2017



Growing in God's Family