

Site Manager

Salary: Spine: H3/4 - £16781 - £17772 (Pro rata) depending on experience

Working hours: 32.5 hours per week Split shift - 52 weeks per year.

7.00am - 11.00am & 3.00pm - 5.30pm

Closing Date: Monday 19th March 2018 12.00 Noon

Interview Date: Wednesday, 21st March 2018

We are looking to appoint a conscientious and enthusiastic Site Manager for our school. The building and grounds have been maintained to a very high standard and we need someone who will continue this work.

The job involves working a split morning and afternoon shift : 7.00am - 11.00am & 3.00pm - 5.30pm - 32.5 hours per week - 52 weeks per year

This is a very important job within our school and you will need to be available to unlock the school in the morning and secure the premises at the end of the day.

Your responsibilities will include maintaining the security and safety of the site, Health & Safety/Fire checks, arranging and managing contractors' work, maintenance and repairs, cleaning and liaising with a range of stakeholders and visitors.

Previous caretaking experience preferable.

Candidates wanting to job share will be considered.

Visits to the school are welcome - please contact the school office to arrange an appointment

Application details are available online

Holdbrook Primary School & Nursery is committed to Safeguarding and promoting the well-being of children. The appointment will require an enhanced DBS check.