



# ST. BARTHOLOMEW'S SCHOOL

SITE MANAGER

Full-Time, permanent

# Required as soon as possible

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**Andover Road**

**Newbury RG14 6JP**

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**Email:** **recruitment@stbarts.co.uk**

[**www.stbarts.co.uk**](http://www.stbarts.co.uk)

**THE DEPARTMENT**

We are looking for someone to lead the school’s Site, Maintenance and Lettings Teams. The team consists of five Site Supervisors, two Site Maintenance staff, a Groundskeeper and Lettings and H&S Administrator. There are also two Casual Site Supervisors who provide additional cover when required and two Casual Minibus drivers.

The teams ensure the day to day smooth functioning of the school’s working environment.

You will be involved in a wide range of activities and projects which seek to ensure an efficient, effective and safe school environment for our students, staff and hirers.

If you are a strong team leader, with excellent organisation and communication skills, able to work on your own initiative and have sound knowledge of Health and Safety Regulations, we would love to hear from you.

**THE POST**

* We are seeking to appoint a Site Manager to lead the Site related Teams on a permanent basis as soon as possible.
* The position is full-time.
* Exact days and hours of work are flexible and can be negotiated and the following is for guidance only:

8:30 – 4:30 Monday to Thursday

8:30 – 4:00 Friday

* When you work 5 hours or more in a day you are entitled to a 30 minute break which is unpaid.

###### THE SALARY

* The successful candidate will be paid in accordance with the national APT&C scale, point 19-22 (currently £24,799 to £26,317 per annum full-time equivalent). Staff will be appointed to the start point of the advertised scale unless there is a specific experience reason for the Headteacher to agree an alternative point within the range.
* You will be entitled to 27 days annual leave plus 8 bank holidays.
* You will be required to take come annual leave at Christmas for the school closure.

**HOW TO APPLY**

Full post details, an application form and instructions on how to upload your completed application are available via the Jobs & Training / Job Opportunities section on the School’s website:

[**www.stbarts.co.uk**](http://www.stbarts.co.uk)

(Please note that curriculum vitae and covering letters cannot be accepted)

Successful candidates will be subject to a DBS enhanced check along with other relevant employment checks.

## Closing date: Sunday 20 October 2019

Thank you for considering St Bartholomew’s School.

Julia Mortimore

Headteacher