

Cannon Lane Primary School

Site Supervisor - Job Description



35hrs per week, Full Time, 52 weeks per year

Grade G06, point 21 (salary range £29,427 FTE to £31,098 FTE)

Start date – As soon as possible

29 days holiday to be taken during school holidays or when the school is closed.

The Headteacher and Governors are looking to appoint a dedicated, highly effective and proactive Site Supervisor to start as soon as possible. The main responsibilities of this role includes ensuring that the school is maintained to a high standard, dealing with day to day maintenance issues, ensuring that all statutory and compliance checks are undertaken and liaising with contractors during improvement and repair projects.

The successful applicant must take pride and have an enthusiastic approach to ensuring our school is clean, safe and functions well. We are looking for an individual with a good range of skills and experience including building and grounds maintenance, general painting and repairs. You will also be required to respond to incidents around the school on a daily basis such as cleaning up accidents and spillages, setting up/clearing away of certain equipment (e.g. chairs and staging) and portorage.

Ideally you will have experience of working within a busy school environment (this may not be essential for the right candidate) a knowledge of health & safety and the ability to undertake basic maintenance with a commitment to improving our school site.

You will be able to communicate effectively with a range of people including children, staff, parents, visitors and contractors. You will be approachable, well-motivated and be able to work on your own initiative.

Along with our Assistant Caretaker, shiftwork will be required to open and close the school for the school day as well as some evening and weekend work, hours to be agreed.

Cannon Lane Primary is a popular school in Pinner, Harrow. We have an excellent reputation within the local community and a proven track record of ensuring that all children attain their academic potential and grow into responsible citizens.

Closing date for applications: **Monday 27th November 2023 at 12 noon**

Interviews will be held: **Thursday 30th November & Friday 1st December 2023 (time TBC)**

Visits to the school are encouraged. To arrange an appointment please contact Anna Checkley, on 0208 866 3536 / HR@cannonlane.harrow.sch.uk An application pack can be accessed via Crinkle Recruitment – <https://crinklerecruitment.com/jobs> or follow the link on our school website www.cannonlaneprimary.org

If you have any queries, please contact Anna Checkley in the school office HR@cannonlane.harrow.sch.uk

Please note: CV's will not be accepted

The school is committed to safeguarding children and expects all staff and volunteers to share this commitment. The school follows safe recruitment practices to protect children. Successful applicants will be required to apply for an enhanced disclosure from the DBS. Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the "disqualification by association" declaration form. Should you be successful in your application for this post, your appointment cannot be progressed without this declaration. Further information can be found at www.direct.gov.uk.