



Site Manager

Grade: Scale 5 to Scale 6 (£31,524 to £35,448)

Responsible to: Headteacher / School Business Manager

Core Hours: 36 hours with flexibility required for school events and regular evening and weekend lettings

52 weeks per year with annual leave

Contract Type: Full time / Permanent

Start Date: As soon as possible

We are seeking to recruit a proactive, enthusiastic and hardworking Site Manager who has a proven track record of maintaining school buildings and grounds to the highest of standards.

This is an excellent opportunity for a highly motivated and skilled professional who is looking to develop their career in a rewarding new role.

Earlham Primary is a vibrant and ambitious school serving its diverse local community in Wood Green, North London. We consider our school to be a hidden gem at the heart of the community where children flourish and thrive, and pride ourselves on fostering a dynamic learning environment that encourages innovation and supports every child academically, emotionally, and socially.

Our wonderful pupils and staff benefit from having access to modern technology and fantastic teaching and learning facilities, including dedicated rooms for art and technology, reading, cookery, music, and performance in our new school building. We are also extremely fortunate to have a multi-use games area (MUGA) and a fantastic forest school within our beautifully landscaped playground.

Our new Site Manager will be an integral part of our school community with responsibility for aspects of health and safety, the maintenance and security of the school buildings and grounds and the supervision of cleaning contracts.

The post holder must be dedicated to ensuring that pupils and staff are able to learn and work in a safe, secure and inviting learning environment.

The successful candidate must be organised, flexible, take pride in their work and be committed to the life of the school. Practical maintenance and repair skills are also essential.

We want to hear from you if you have an up-to-date knowledge of health and safety procedures and a sound understanding of how to effectively manage the maintenance of our school buildings and grounds.

You will need to be an excellent communicator with the ability to fully undertake, lead and manage all premises issues to ensure that our school site is safe, secure and fully compliant.

In return for your commitment, we can offer you:

- Delightful and happy children who love to learn
- A highly supportive and positive working environment with excellent facilities
- A caring, hardworking team of staff who place our pupils at the heart of everything they do
- Excellent CPD opportunities

Visits to the school are highly recommended and can be arranged by contacting Fiona Sweeney (PA to the Headteacher) on 0208 888 2780 or email recruitment@earlham.haringey.sch.uk

For additional information about the school, please visit our website www.earlhamprimary.com

Closing Date: Monday 19 May 2025 (9am)

Shortlisting: Monday 19 May 2025

Interviews: Wednesday 21 May 2025

CVs will not be accepted

Earlham Primary School is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, satisfactory references and other pre-employment checks. Rigorous safeguarding checks will be undertaken during the recruitment process, which will include online searches for any shortlisted candidates.

The successful candidate must be eligible to work in the UK.

Earlham Primary School is committed to equal opportunities.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we would recommend that you submit your application as early as possible.