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**Assistant Site Manager**

**Job title:** Assistant Site Manager

**Grade**: £22,518 - £28,356 (grade 4 – 6 range)

**Hours**: Full time, 35 per week (must be flexible, may contain overtime)

**Contract**: 2 years fixed term contract, all year round (including school holidays)

**Responsible to:** Site Manager

Villiers High School is looking to appoint a professional, self-motivated and organised person to assist the Site Manager on all aspects of maintenance and development of the school site, along with the management for health and safety. The successful candidate will contribute by assisting in the organising of the caretaking/cleaning team and undertaking effective supervision, caretaking maintenance, Health & Safety and managing site security. The applicant will also cover lettings as part of their role.

The successful candidate is expected to have good communication and be able to make an immediate start. Good knowledge of health and safety is desirable to ensure statutory tests are carried out and accurate records maintained.

We are offering an exciting opportunity for the right person with a positive can-do attitude. **The successful candidate will need to:**

\* Be resilient, flexible and demonstrate an ability to work in a busy environment

\* Be methodical and well organised

\* Be punctual and have excellent communication skills

**In return you will receive:**

\* The support of committed, dedicated and friendly colleagues

\* A school which is reflective and striving for continual improvement

**Deadline for applications is Sunday 8th December 2019**

Interview date will be confirmed once shortlisting has taken place

If you are interested in this role and would like to know more or want to book a visit, please contact Miss Amrit Growan, on 020 8867 9076 or Mr Andrew Rogers on 020 8813 8001 ext 306. You can also email HR@villiers.ealing.sch.uk for further details including the job description, person specification and an application form. **Please note we do not accept CVs**. We look forward to hearing from you.

The school is committed to the promotion of equal opportunities and diversity. We have a clear commitment to safeguarding and promoting the welfare of children and young people. You will be required to apply for an Enhanced Disclosure for the Disclosure and Barring Service (formerly known as Criminals Records Bureau). Further information can be found at: [**www.gov.uk**](http://www.gov.uk/).