



Site Manager

Location

Rose Hill Primary School OX4 4SF (Part of River Learning Trust)

Hours

37 per week actual hours to be negotiated, based around Monday to Friday. It is possible that hours may involve split shift working through the day. Term time only plus 4 wks. Grade 8 £24,982-£27,741 FTE (pro rata dependant on successful applicant). Please ask if you would like basic calculations for this.

Main purpose of role

This is a wide-ranging, challenging and responsible role. The post-holder will be resilient, self-motivated, flexible, organised and a good team player.

The role will be working with, and reporting to the School Business Manager across a large school site and grounds. The role covers a mixture of manual and administrative duties together with team management. Working at other school sites will also be required.

Duties & Responsibilities

To ensure the school and its grounds are maintained as an attractive, clean and safe environment for all users in all weather conditions.

Maintaining the school records for areas such as water, fire and asbestos etc. ensuring compliance and safety.

Assist with Minibus driving for school visits etc

Contribute and support the overall ethos and aims of the school which attracts a diverse range of families and visitors.

The successful applicant will be working independently and as part of a team.

It is expected that the successful applicant will also work across other school sites and so a flexible approach is required.

What skills / experience are required

This post will cover all aspects of site and facility management and so proven good written and verbal communication skills are necessary.

Awareness and ability to understand and apply regulations such as Safeguarding, Health & Safety, Manual Handling, COSHH etc. is required.

The successful applicant will present a positive personal image, contributing to a welcoming and safe school environment which supports equal opportunities for all.

The role offers, and encourages, the opportunity to review and evolve internal systems. The opportunity to review and adapt procedures in consultation with Business Manager is encouraged with the post holder working across school sites.

Driving our school minibus for local trips will be required. We are happy to support obtaining the appropriate licence. This is a rewarding and invaluable part of the role and flexibility to post holders own workload may be required to accommodate the outings.

What we can offer

Rose Hill Primary School is a busy and vibrant settings where life is never dull, but always rewarding. We have a full staff team and approximately 315 children on roll.

- The school prides itself on continuously improving and updating practice, and you will have the opportunity to contribute.
- Ofsted told us that there is 'a culture of care for each individual'.
- Working closely with families is part of our ethos.

This is what the children said they would like to offer to you:

- school values
- good relationships between staff and children
- fairness
- respect
- the best school ever

Our school is part of the River Learning Trust; our collective vision is to be a Trust where pupils and staff thrive in schools which demonstrate:

- all-round education, academic success, lifelong learning and strength of character
- sustainable continuous improvement; no school standing still
- all schools being good and outstanding, or improving rapidly
- collaboration that is raising standards, and reducing workload
- where pupils, staff, parents and communities value all we do to support the best possible outcomes and experiences for our children and young people

How to apply / closing date

We invite you to take an opportunity to come and work at this vibrant school and contribute to making it even better!

All applications through TES - Please see our website (vacancies) for link to TES.

Please note that CV applications cannot be accepted.

Link to Rose Hill Primary School Website <https://rose-hill.oxon.sch.uk/our-school/vacancies/>

Closing date noon Monday 18th January 2021 noon & Interview date TBC

Visits are warmly welcomed and encouraged. To arrange a visit or if you have any questions please contact Miriam Doyle (Business Manager) on schoolmanager@rosehillprimary.org

Previous applicants need not apply

Rose Hill Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.