



SITE MANAGER

Grade: Scale 6 (£30,699 - £31, 731)

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: 1st November 2023 or 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 friendly school serving its local diverse community in Wood Green, North London. We consider our school to be a hidden gem at the heart of the community where children thrive, and pride ourselves on providing a broad and balanced curriculum that develops our children academically, emotionally and socially.

The school has recently undergone a huge transformation with the opening of our new building in the autumn of 2020 and attractive and expansive outdoor learning environments in the spring of 2021. Our 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. We are also extremely fortunate to have a multi-use games area (MUGA) 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
- Good 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 16th October (midday)

Shortlisting: Monday 16th October 2023

Interviews: Friday 20 October 2023

CVs will not be accepted

The successful candidates will have to meet the requirements of the person specification in order to be offered the post, will be required to undergo a full enhanced DBS check and must be eligible to work in the UK.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding checks will be undertaken during the recruitment process and this may include online searches.

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. Earlham Primary School is committed 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.