



## Dorchester Primary School

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Headteacher – Mr S. Mills BA (Hons), NPQH  
Deputy Head – Mrs N. Van Der Walt BA (Hons), PGCE



# **DORCHESTER PRIMARY SCHOOL**

## **Site Facilities Officer / Site Facilities Manager**

**(role will depend upon candidates experience)**

**Grade 4 SCP 5-7 (£19,312-£20,092)**

**or**

**Grade 6 SCP 14-19 (£23,080-£25,481)**

*(dependent upon experience and skills)*

**37 hours per week, full-time and permanent**

**Start Date: TBC**

We are looking for a motivated individual to join our team as a Site Facilities Officer or Site Facilities Manager. This is a crucial post within our school and will involve working closely with the Headteacher to ensure the safety of the site and compliance with Health and Safety Legislation.

We are a large, complex site comprising of Dorchester Primary School, Brightstart Nursery, Tweendykes 'Little Stars' and Hull SCITT. The main building was built in the 1970s and there have been several additions since.

The role will be varied and will include a range of different daily and weekly tasks including:

- Opening and closing
- Site security
- Daily / weekly compliance checks
- Liaison with external agencies where work is required
- Completing risk assessments (Premise Manager post only)
- Line manage the cleaning team and Premise Assistant

You will need to be flexible and adapt to the needs of the school – this may involve a change in hours at short notice.

We are looking for somebody who ideally has a background in the maintenance of buildings and/or a specific trade such as painter/decorator, carpenter etc.

The successful candidates will:

- Understand and have due regard for health and safety.
- Promote the safeguarding and welfare of all children.
- Undertake any training as directed by the headteacher.
- Take responsibility for the safety of the site and advise the headteacher when work is required.
- Communicate any issues with the headteacher to ensure a quick resolution.



We can offer:

- A varied role where you can utilise your existing skills.
- Hard-working, motivated and knowledgeable staff, who work together in the best interests of children
- Opportunities to work with colleagues across our schools
- Investment in your development, through targeted CPD

**If you would like to discuss the post further, or to arrange a visit to our school, please contact Mr Stuart Mills, Headteacher on 01482 825207**

**Closing Date: Monday 9<sup>th</sup> August 2021**

**Shortlisting: Tuesday 10<sup>th</sup> August 2021**

**Interviews to be held: TBC**