

## Site Manager

**£35,538 to £39,850 per annum**

**Permanent, full time, to start as soon as possible**



### **Come and join us and make a difference!**

We are a large primary school with fabulous children, looking for a Site Manager to join our site team. The successful candidate will be responsible for all aspects of site management and take on the role of Health and Safety Officer for the school. Responsibilities include team management, school security, cleanliness, portering, working with contractors, maintenance / repairs and refurbishment. Reporting to the Headteacher and advising on suggested improvements to the general school environment to improve the productivity of site management and to carry out pre-planned maintenance programmes.

The successful candidate will meet the criteria outlined in the person specification (attached to the job description) and:

- be knowledgeable of the importance of the safeguarding of children within a school setting.
- have experience of managing an effective team.
- have a good understanding / knowledge of premises management and health and safety.
- be proactive and want to make a positive difference.
- be organised, flexible and have initiative, with effective interpersonal, communication and IT skills
- be self-motivated with a willingness to adapt and learn new practices and procedures.

Salary range £35,538 to £39,850 per annum (dependent on skills and experience), Level 6, point range 24 to 29. Working 37 hours per week, Monday to Friday (with occasional weekend work if required) full year, with a minimum annual leave entitlement of 26 days plus 8 statutory bank holidays.

Our staff are our most valuable resource and we are committed to developing them to be the best they can be. We are proud to be part of The Elliot Foundation Academies Trust [www.elliottfoundation.co.uk](http://www.elliottfoundation.co.uk). If you think you can make a positive and confident contribution to our school we would be delighted to hear from you. For further details, including an application form, job description and person specification (outlining the criteria required for the post), please visit the school website via [Cippenham School](http://Cippenham School).

**To arrange a school visit or if you have any questions please email [hr@cippenhamschool.org.uk](mailto:hr@cippenhamschool.org.uk) or contact the school office on 01628 604665. *Please note an application form must be completed and CVs will not be accepted.***

**Closing Date: Thursday 23 January 2025 at 10.00 am**

**Interviews will be held on Tuesday 28 January 2025**

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will be subject to the relevant pre-employment checks which will include an enhanced DBS check, the Children's Barred List check and satisfactory references.

