

FOR INFORMATION

Cirencester Kingshill School

SITE MANAGER

(Required for May 2023 - Permanent Contract)

Cirencester Kingshill School is a very busy environment and we require a Site Manager to undertake a range of duties concerned with the school premises and ancillary duties to support the development and operation of the school.

Please see the enclosed job description for full details of the post.

We require a well organised person, with a flexible approach and the ability to prioritise work effectively. The post holder must be able to work as part of a team, as well as lone work. Previous experience of premises management would be preferable.

Holidays

The post is full-time, all year round (52.143 weeks per year). This includes 24.5 paid days holiday rising to 29.5 days after 5 years continuous service plus statutory holidays.

Annual leave will have to be taken when the school closes over the Christmas period. Remaining annual leave will then have to be taken in the school holidays. All holidays must be taken at times agreed with the Line Manager.

Subject to agreement, the holiday entitlement is due to rise as of 1st April 2023.

Hours

37 hours per week at the following times:

8.30am – 4.35pm, Monday – Thursday & 8.30am – 4.30pm, Friday

The above hours include a 20 minute paid break (if working more than 4 hours per day) and a 40 minute unpaid lunch break each day, at times agreed with the Line Manager.

On alternate weekends and in the absence of the Caretaker in Charge of School Security the post holder will have responsibility for the supervision of school security and be first response for any concerns/issues. These duties will require working outside the above stated contracted hours. This work will be paid on a claims basis or taken as time off in lieu, as agreed in advance with the Line Manager.

Salary Scale

Salary Scale Grade H point 14 – 25, £25,409 – £32,020 per annum

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- Please complete the Application Form for Support Staff.
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

Please note that applications without the above being completed/included will not be accepted.

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Site Manager.

Please email completed application forms and relevant documentation to jobs@cirencesterkingshill.gloucs.sch.uk or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS.

Closing date for receipt of applications is 9.00am Friday 31st March 2023

Interviews – Week commencing 17th April 2023

(We reserve the right to close this recruitment earlier if there is a sufficient number of applications)

We look forward to hearing from you. If you require any further information with regards to this vacancy please do not hesitate to contact the school.

Miriam Hall

Personnel Officer

Email: mhall@cirencesterkingshill.gloucs.sch.uk Telephone: 01285 651511 ext. 203