



**Site Manage: St Mary Abbots School**

**Required for: ASAP**

**Salary: Range B, Scale 5, SP12**

**Hours: Full Time**

The Headteacher and Governors of St Mary Abbots School are looking to appoint a motivated and committed Site Manager.

You will have responsibility for Health & Safety throughout the school and will also be confident to manage all our external contractors including site lettings, cleaning and grounds maintenance. You must have knowledge of boiler/heating systems etc.

You will ensure that the school is fully functional at all times and take responsibility for the upkeep and maintenance of a safe and secure site to provide the best possible environment for our school community.

You will need to actively contribute towards the effective provision of site services which will include the following:

- Carrying out or supervising site maintenance, including painting and decorating, general maintenance and repairs
- Site security including lighting, grounds maintenance
- Health and safety checks, ensuring that the school is compliant with all buildings and health and safety legislation
- Fire safety checks
- Monitoring contractors working on school premises including cleaners
- Day to day management of the site
- Daily checks that the site is clean and tidy in all area

You will need experience of providing site management, and an understanding and empathy with young people. It is essential that you have a flexible approach, possess excellent interpersonal skills, a high degree of motivation and are committed to working in our school. You will be required to show initiative and promote a positive image of the site through your work.

You must be able to work independently with minimal supervision. You must be IT literate with the ability to use e-mail.

We reserve the right to interview candidates ahead of the interview date.

As a school we are fully committed to safeguarding and promoting the welfare of children and young people. We expect all of our staff to share this commitment. Successful candidates will be required to complete an Enhanced DBS disclosure and will be subject to an online search before their appointment is confirmed.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

If you have any questions about the role, please contact Angela Morrison in the school office at: [angela.morrison@sma.rbkc.sch.uk](mailto:angela.morrison@sma.rbkc.sch.uk) or by calling: 020 7937 0740.

We reserve the right to interview candidates ahead of the interview date.

**The closing date for applications is 13<sup>th</sup> June 2024**  
**Shortlisting will take place on 14<sup>th</sup> June 2024**  
**Interviews will be held on w/c 17<sup>th</sup> June 2024**