**Site Manager required to start in May 2025**

**Permanent contract - Full-Time (52 weeks) – 37 hours per week**

**Grade 7 - £33,366 to £36,124**

Kingsleigh Primary and Pre-School is an 800+ pupil primary school in West Howe and is an innovative, creative, forward-thinking place to learn and work. We believe in going the extra mile in everything that we do to ensure that our children have the very best start to their education. We are at the centre of the community we serve and see our role as more than just a school but a place where our children and families can truly thrive. We recently had our Ofsted Inspections in February this year and our school continued to be ‘good’.

Our school is a place:

***‘Where everyone can be great!’***

We are seeking to appoint a Site Manager to:

* Work with the new Head and leadership team to drive improvement across the school site and its facilities.
* Be responsible for the day-to-day operational management, safety and security of the school site.
* Ensure that the school is well maintained, safe and secure for all users.

This position is being offered on a permanent contract and the salary will be Grade 7 points 23 to 26 - £33,366 to £36,124.

What we can offer:

* A large, friendly and enthusiastic staff team where everyone works together and is genuinely proud of what we’ve created.
* A modern, spacious, purpose-built and well-resourced learning environment.
* Eligibility to join the local Government pension scheme.
* Generous holiday entitlement for staff working 52 weeks per year which increases with length of service (holidays to be agreed with the Headteacher and will not impact on the operational running of the school).

We are looking for someone who:

* Has strong leadership skills to motivate and manage site teams, ensuring high productivity and teamwork.
* Will be proud to be a part of our school and will uphold our ethos and values.
* Has excellent communication skills to liaise with various stakeholders.
* Has capacity to address and resolve site issues swiftly to avoid delays or disruptions.
* Has good IT skills to enable them to learn how to work with online site management systems.

If this sounds like the kind of school you would like to work in, we look forward to showing you what we are all about. Please visit our school website (www.kingsleighprimary.co.uk) which will give you a good flavour of life at Kingsleigh Primary School.

Visits to the school are warmly welcomed.

**Please apply online or contact our School Business Manager for an application pack at** **kim.bainton@kingsleighprimary.co.uk****.**

Closing date: Friday 25th April 2025 at midday

Interviews will be held on Friday 2nd May 2025

Our school is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful applicant’s background credentials, including enhanced DBS checks.