**Malmesbury Primary School**

Coborn Street, Bow, London E3 2AB, 020 8980 4299

**Site Manager**

**Contract Type:** One year initially, with the opportunity to be made permanent subject to performance

**Salary:** Scale 4 Point 8 (approx. £25,000 per annum)

**Working Arrangement:** Full time – starting in September 2021, 52 weeks per annum

**Vacancy Hours:** 35 hours weekly, working from 6am – 9:30am then 2:30pm – 6pm

Closing date for all applications: 4pm, Thursday 16th September

This is an exciting opportunity to join a thriving, vibrant, multi-cultural primary school at the heart of its community in Bow.

We are looking for a Site Manager with the highest of standards and a commitment to the best for our pupils and community.

They will be highly organised, an effective communicator, positive, friendly and enthusiastic, with a dedication to ensuring that maintenance of the school and its grounds is at an excellent level at all times.

The appointed Site Manager will work closely with the Headteacher to ensure that Malmesbury Primary School is a safe, highly functioning and beautiful place to work, learn and play.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

We encourage potential candidates to visit our school. Please telephone or email to arrange this or for an application pack.

How to apply: For an application pack, please email [careers@malmesbury.towerhamlets.sch.uk](mailto:careers@malmesbury.towerhamlets.sch.uk) or call 020 8980 4299.

Please return your application to [careers@malmesbury.towerhamlets.sch.uk](mailto:careers@malmesbury.towerhamlets.sch.uk)

**Shortlisting date:** Thursday 16th September

**Interview date:** Friday 17th September