

<b>JOB TITLE:</b>	<b>Site Manager</b>
<b>DIRECTORATE:</b>	<b>LEAP Federation</b>
<b>LOCATION:</b>	<b>Dedicated to one of these school sites only Grasmere Primary N16 9PD, Mandeville Primary E5 0BT, Kingsmead Primary E9 5PP</b>
<b>REPORTING TO:</b>	<b>Headteachers / Federation Operational Business Manager</b>
<b>GRADE:</b>	<b>Scale 5, Point 12 -15 (£34,359 - £35,892) – Actual Salary</b>
<b>HOURS OF WORK:</b>	<b>Monday to Friday – 36 hrs. / week All Year Round Permanent</b>

We are looking to recruit three hardworking and motivated Site Managers to work at three different Leap Federation Primary Schools in the London Borough of Hackney – Kingsmead Primary, Mandeville Primary and Grasmere Primary.

As the school Site Manager you will work closely with the Headteacher and Federation Operational Business Manager to ensure that our schools are safe, secure and organised places.

Candidates must be able to use their own initiative and experience of a similar role preferably in an education setting. We are able to offer a friendly, supportive working environment in schools that are committed to high standards in all areas of learning.

The posts are to start in April 2026 and subject to a three /six-month probation review.

The post holder will be expected to carry out all duties in the context of and in compliance with all the school's policies and procedures and in compliance with Leap Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

Our school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. The successful applicant will be required to undertake pre appointment vetting checks in line with Keeping Children Safe in Education statutory guidance including an Enhanced DBS check. References will be sought and online searches will be carried out for all applicants invited to interview. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



LEARNING EDUCATION ARTS PARTNERSHIP

Please see the full Job Description and Person Specification for more details about the role.  
If you would like to find out more about the role or request an application form, please email Camilla Addison on: [jobs@leapfederation.org](mailto:jobs@leapfederation.org)  
Visits to the schools can be arranged on request

Application deadline: *Thursday 5<sup>th</sup> March 2026 at 5pm*

Interviews: *w/c 9<sup>th</sup> March 2026 – times to TBC*

Start date: *April 2026*