



# **Job Application Pack**

## **Portway Junior School**

**Site Manager: 30 hours per week, 52 weeks per year, Permanent**

**Payscale and Grade: Grade E, Point 10-14 £25,545 - £27,344 (Actual £17,493 - £22,171)**

**Hours: 7am to 12pm and 5:30 to 6:30pm**

**Full Time Applications (37 hours per week) will be considered please note on your Application Form**

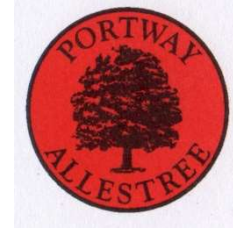
**Closing Date: 6<sup>th</sup> December 2024**

**Interview Date: 12<sup>th</sup> December 2024**

**Start Date: 6<sup>th</sup> January 2025**

**Portway Junior School**

**'Creating Life-Long Learners'**



## Welcome letter from Emma Wilkinson, Head Teacher of Portway Junior School

Dear Candidate,

Thank you for showing an interest in the role of Site Manager at our school. An exciting opportunity has arisen for a strong candidate to be responsible for the maintenance and security of Portway Junior School in Allestree, Derby ensuring a safe environment for our children and staff.

This role is varied, and we are looking for an adaptable, flexible and creative individual who can turn their hand to any job that might arise and is able to cope in a high pressure environment and deal with constantly changing priorities. We are looking for a candidate who has good communication skills, is proactive, organised and is computer literate. The right candidate will contribute to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds.

Our school is part of the Odyssey Collaborative Trust. Our Trust is committed to supporting and delivering education of the highest quality across the trust. Each of our academies are unique, and have their own vision and values in order to provide our children with the opportunities they deserve. At Portway, we follow the Portway 5, to be: caring, friendly, responsible, respectful and active. We are a kind and caring team who support each other. We have a happy, positive working environment and you will always find laughter in the staffroom.

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team. We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards,

A handwritten signature in black ink that reads "E. Wilkinson".

Emma Wilkinson  
Headteacher  
Portway Junior School

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## About the school

At Portway Junior School our shared vision is for every child to become a successful, independent, resilient, lifelong learner and a responsible member of the community, who can achieve and grow in a nurturing and creative environment prepared for our ever-changing world.

The strong sense of a learning community; working together and caring about each other, is felt throughout the school and leads to a commitment by all members to recognise the importance of having a positive impact on their school, local community and beyond.



## Application Details

We are looking for an enthusiastic Site Manager to join our team here at Portway Junior School. We need ambitious and driven candidates. We are looking for an adaptable, flexible and creative individual who can turn their hand to any job that might arise and is able to cope in a high pressure environment and deal with constantly changing priorities. We are looking for a candidate who has good communication skills, is proactive, organised and is computer literate. The right candidate will contribute to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds.

At Portway we value every individual and put our children at the heart of everything we do. If you think this sounds like you then come and visit us to see for yourself. Visits are positively encouraged. Please phone or email to arrange a mutually convenient appointment. Find out if we're right for you! Contact Kate Fernie on 01332 550113 or email [k.fern@odysseyct.org.uk](mailto:k.fern@odysseyct.org.uk)

Odyssey Collaborative Trust is committed to safeguarding and promoting the welfare of children. We follow safer recruitment procedures and will require an enhanced DBS clearance and references from current and past employers. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Portway Junior School, which clearly demonstrates your suitability for this role. Applications can be submitted via email to [k.fern@odysseyct.org.uk](mailto:k.fern@odysseyct.org.uk), Site Manager in the subject line, or by post, for the attention of Kate Fernie, to the following address: Portway Junior School, Robincroft Road, Allestree, Derby, DE22 2GL.

Wherever possible, please provide work email addresses for your referees.

## Closing Date

Please ensure your application form arrives by 12 noon on 6<sup>th</sup> December 2024.  
Interviews for the role will be held on the 12<sup>th</sup> December 2024.

Our privacy notice can be found at <https://www.odysseyct.org.uk/gdpr/>

*Portway Junior School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education.*

*We are committed to equality of opportunity in employment and services*

*Portway Junior School is part of the Odyssey Collaborative Trust*

All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

## Equal Opportunities

Odyssey Collaborative Trust welcomes applications from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.