



# The Hayes Primary School

Hayes Lane, Kenley  
Surrey CR8 5JN  
T: 020 8660 4863

**Headteacher:** Laura Olley MEd QTS, NPQH, FColIT, CMgr, FCMI  
Email: [head@hayesprimary.croydon.sch.uk](mailto:head@hayesprimary.croydon.sch.uk)

**Deputy Headteacher:** Lisa Sinclair MSc, QTS, FCMI, CMgr  
Email: [deputy@hayesprimary.croydon.sch.uk](mailto:deputy@hayesprimary.croydon.sch.uk)

**Office:** [admin@hayesprimary.croydon.sch.uk](mailto:admin@hayesprimary.croydon.sch.uk)

**Website:** [www.thehayesprimaryschool.co.uk](http://www.thehayesprimaryschool.co.uk)

January 2026

Position: Site Manager

Deadline: Monday 26<sup>th</sup> January 2026 @ 12pm

Interviews: Thursday 29<sup>th</sup> January 2026

Dear Applicant,

Thank you for your interest in the post of Site Manager at The Hayes Primary School. I hope the personal specification and job description will be of interest to you and look forward to receiving your completed application.

The Hayes Primary School is larger than the average-sized primary school. We have 60 children in each year group, with a capacity of 420 pupils. Our school is situated in Kenley and we have a large school field, large hall and swimming pool. We have a strong tradition in sport and the arts.

Our motto is 'Be the best we can be' - and this is what we ask of all our children and staff. We are seeking talented and committed people: go-getters and team players. This is a unique opportunity to join the team in this successful school and to be a significant part of our teaching assistant team in school to work with our wonderful children.

As part of the school team, you will have the opportunity to work with committed and passionate colleagues and play an active role as the school grows and develops. We are looking for a self-motivated Site Manager who has a proven track record of working in this role or equivalent experience. Please do look at our website to see what we have to offer:

[www.thehayesprimaryschool.co.uk](http://www.thehayesprimaryschool.co.uk)

Applications close on Monday 26<sup>th</sup> January 2026 @ 12pm and interviews will be held for those shortlisted on Thursday 29<sup>th</sup> January 2026.

I would like to thank you for expressing an interest in the post and look forward to meeting you.

Yours sincerely

Mrs Olley  
Head Teacher

