**Name of School:** Malorees School

**Address of School:** Christchurch Ave, NW6 7PB

**Job Title:** Site Supervisor

**Name of Head Teacher**: Mr Marcel Rentall

**Salary:** Scale 5, pt 12£26,421 + LW £2,175 = £28,596

**Hours;** Full Time 36 hours per week. 4 days during the week + Saturdays

**Closing Date: N/A**

**Interview Date:** Interview on Application

**Start Date: TBA**

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| **Our School**  |
| Our vision is of one school, committed to high quality teaching and learning for all pupils in a nurturing environment. We provide an enriched education with a focus on outdoor learning, sport and creativity. Everything we do is underpinned by our core values of Respect, Excellence, Aspiration and Determination.We are a federated two form entry Infant & Junior schools with wonderful children, parents and colleagues. Malorees School is a forward-thinking and welcoming school. We are committed to ensuring that all staff have excellent opportunities for professional development.  We are committed to giving all our children a safe, happy and inspiring environment in which they can flourish and ‘Thrive’.  |
| **The Post**. |
| * Maintaining clean, safe and secure school premises, which includes buildings and grounds
* Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, porterage, and minor repairs
* Supervision of school cleaning staff
* Promoting health and safety around the school
* All other aspects of site management, such as supervising external contractors, and site use and development planning
* Ensuring school policies and relevant legislation documents are up to date
* Locking and unlocking the buildings, as required.
* Supervising Lets being held out of school hours
* Assisting users with setting up facilities such as chairs, tables etc.
* Dealing efficiently with pre-planned maintenance, day to day establishment
* requirements and problems that may arise.
* Undertaking minor repairs to fixtures and fittings.
* Ensure all plant and equipment is maintained to the required standard.
* Assisting with the organisation of school refurbishments.
* Monitoring the premises for any hazards, carrying out repairs or reporting
* Ensuring that all stakeholders adhere to the school’s Health and Safety Policies and Procedures

**Malorees School can offer:*** Hard-working staff and leaders who strive to ensure that both pupils and staff enjoy coming to school.
* We are passionate about supporting our staff in their career development and success through care and guidance.
* A working environment that values wellbeing and supports work-life balance.
* Vibrant, multicultural and inclusive city schools that has positive, diverse communities and a determination that all children will succeed.
* A comprehensive range of CPD for all our staff through the partnership including in- school training and external specialist training.
* Performance management and coaching to support career progression.
* Exceptionally well-behaved children who love to learn.
* A relaxed, fun working environment where all adults are equally valued and supported.
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| **The Person** |
| **We are looking for someone who is:*** caring and patient, with a positive attitude
* is flexible, patient and is confident to use their initiative
* has good levels of literacy and numeracy
* a well organised practitioner with high expectations of achievement and behaviour
* committed to team building and developing good relationships
* keen to learn and develop their practice.
* hard working and proactive
* flexible in a busy school environment
* friendly and wants to be part of a team, who embodies our schools’ values, vision and motto
* clear and has strong communication skills
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| **How to apply** |
| For information on how to apply please visit our website [www.maloreesschools.com](http://www.maloreesschools.com) or email at: admin@malorees-inf.brent.sch.uk Visits to the school are welcomed.  |
| **Brent Schools are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undergo a DBS and online check.** |