



Site Manager - INTERNAL

To start June 2024

St John & St James' C of E Primary School are hoping to recruit an enthusiastic Site Manager to oversee the schools health and safety protocols, manage statutory testing compliance, carry out general maintenance, maintain records and databases relating to the premises and its upkeep and to manage contractors and building works.

The successful candidate will:

- *Establish good relationships & interact positively with staff, pupils and the wider school community*
- *Manage the sites Health & Safety; including processes, documentation and record keeping*
- *Maintain professional networks with external agencies*
- *Maintain the school's premises in line with safety regulations*
- *Be the main point of contact for staff in relation to premises related issues*

In return, we can offer:

- *well maintained premises*
- *a hardworking, motivated and caring team*
- *a professional and supportive work environment*

Hours: *37.5 hours per week (7.30am to 4.00pm Monday to Friday term-time only plus four additional weeks to be worked during school holiday periods)*

About Primary Advantage Federation

We are a Federation of eight schools, called Primary Advantage. We believe that our schools can gain many benefits from working collaboratively. We have made a commitment to a shared responsibility to the wider school community, the provision of good quality education and the improvement of life chance for pupils in the community beyond that of our own schools.

If you are an enthusiastic practitioner committed to maintaining the site to the highest standard we are keen to hear from you.

For queries in regards to this post, or to collect or return your applications, please contact our Cluster Finance & Admin Manager, Nikki Lawrence on finance@johnjames.hackney.sch.uk

Start Date: Monday 17th June 2024
Closing Date: Tuesday 7th May 2024 at 9.00am
Interviews: w/c Monday 13th May 2024
Salary: Scale P01 Point 30-31 (£39,615-£40,503 FTE) - £42,495-£43,455 Pro Rata

Successful applicants will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

Primary Advantage Federation – Schools Achieving More Together
St John & St James CE, Holy Trinity CE, St John the Baptist CE, St Matthias CE, Springfield, Morningside, Gainsborough and De Beauvoir Primary Schools.