

# Eastbury Primary School



## SCHOOL SITE MANAGER

**Scale:** APT&C Scale 5 (£25,137 - £26,520)

**Hours and Pay:** 35 hours per week split shift, 52 weeks per year (additional benefit of 3 bedroom caretakers house on completion of probation)

**Start Date:** As soon as possible

An exciting opportunity in the school for a reliable, hardworking and dedicated Site Manager to join our school. The successful candidate will have a strong work ethic and be able to carry out high standards of premises care with a positive attitude to health and safety for the whole school community and a solution focused outlook.

Applicants are expected to be able to evidence a range of DIY skills, initiative and the ability to work independently. Good verbal, written and IT skills are also required together with physical fitness due to demands of the job.

The successful candidate will be expected to undertake regular training to enable them to meet the demands of the role effectively and to comply with Health and Safety Regulations.

### Main Activities:

The main activities of the role include:-

- To be the main key holder for the school site, responding to call out as required.
- To maintain security of the Premises.
- To ensure Health & safety and statutory compliance of all buildings.
- To monitor the school's maintenance arrangements, including cleaning, grounds and repairs and carrying out cleaning/repair functions as required.
- To be responsible for school lettings working closely with Senior Finance Officer.
- To supervise the school caretaking team.

Applicants will be shortlisted according to the ability to provide relevant experience in the main areas above and those outlined in the Job Description and Person Specification. Please email the completed application form to:

[jobs@eps.barking-dagenham.sch.uk](mailto:jobs@eps.barking-dagenham.sch.uk)

Visits to the school are warmly welcomed. For further information and to arrange visits please contact the School Office on [office@eps.barking-dagenham.sch.uk](mailto:office@eps.barking-dagenham.sch.uk)

**Closing Date:** Wednesday 5<sup>th</sup> Jan 2022

**Shortlisting:** Friday 7<sup>th</sup> Jan 2022

**Interviews:** W/C Monday 10<sup>th</sup> Jan 2022

### Child Protection

*The successful candidate will have due regard for safeguarding and promoting the welfare of children and young people as stipulated by the Child Protection Policy. Safer Recruitment procedures are in place and any appointment will be subject to statutory checks including a DBS.*