



SITE MANAGER

Job Description

The Willows Primary School and Nursery has an exciting opportunity for a Site Manager to join the team.

The position is 37 hours per week, 52 weeks per year (including 5.3 weeks holiday + 8 bank holidays).

Split shifts: 6.30am-10am every day, 2pm-6pm, Monday to Thursday, 2pm-5.30pm Friday.

Band 4, Point 28. Actual salary £25549 per annum.

Applications close Midnight 3rd January 2018. Interviews will take place w/c 8th January 2018.

School

The Willows Primary School and Nursery is located at Church Road, Basildon. We are one of three schools that form the Berlesduna Academy Trust (www.berlesduna.co.uk), where the vision is to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills amongst all pupils, regardless of their social, economic or cultural background.

We are looking for someone to:

- contribute to the safety and security of the school site
- organise and manage the caretaking/cleaning operations
- carrying out routine procedures and inspections on equipment
- identify and prioritise maintenance requirements
- to work alongside caretaking staff at the Whitmore Primary School as and when required

We can offer you:

- a full personalised programme of support and training to develop knowledge and skills related to the role

Application

We strongly advise a visit to the school is made prior to application. Visits can be arranged by contacting Louise Ingram at louise.ingram@willows.essex.sch.uk or by phone 01268 470880. Please take care to complete the application in full as incomplete applications will not be considered.

We reserve the right to close the vacancy early so recommend that you submit your application at your earliest convenience.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All successful applicants will be subject to an enhanced DBS check, medical clearance and satisfactory references. We are an equal opportunities employer.

Documentation

The following documents are attached

- Berlesduna Equal Opportunities Form
- Berlesduna Recruitment and Selection Policy
- Job Description
- Person Specification