



School Site Manager

(This post is subject to safer recruitment)

37 hours per week 52 weeks per year. £21,589 per annum

Start date Monday 3rd June 2019

We are at the start of a very exciting year so we are looking for a friendly, conscientious and dedicated Site Manager. Initially this post will be based in our current school in Wavendon Village helping us to co-ordinate our move to our new larger site on Eagle Farm ready to open in September 2019. As you will be an integral part of our move, experience of working in a school environment would be extremely advantageous together with a flexible approach.

The duties of a Site Manager are many and varied and will include responsibility for the management of other site staff including cleaning staff, acting as a designated key holder ensuring buildings and site are secure, operate heating, cooling, lighting and security systems and undertake health and safety checks of buildings, grounds, fixtures and fittings. We are committed to continuing professional development to support the role of Site Manager.

Please contact Anne Paterson on 01908 582182 who will be happy to arrange for you to visit up to and including Friday 15th February 2019. Applications can be downloaded from our website on the 'About us - Vacancies' page

Closing date: 4.00pm on Friday 15th March 2019

Shortlisting: Thursday 21st March 2019

Interview date: Wednesday 24th April 2019

St Mary's Wavendon CE Primary School

Walton Road

Wavendon

Milton Keynes MK17 8LH

office@stmaryswavendon.milton-keynes.sch.uk

www.stmaryswavendon.milton-keynes.sch.uk

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undergo an enhanced disclosure DBS check with Barred List Check