

Site Manager



21 Hours per Week – Year round (Days per week to be determined)

Contract Type: Permanent

Salary: £17,166 - £17,785 pa inclusive (Grade 6)

Closing date: Monday 20th June 2022 @ 9am

Interview Date: Tuesday 28th June 2022

Start Date: July 2022

A unique opportunity has come about at Grove House Nursery School and Children's Centre to appoint a part-time Site Manager who will be responsible for the management and development of the school site and premises, to provide a safe, secure and clean working environment, for staff, children and parents.

The part-time role will require someone with the ability to:

- lead, operate and develop the procedures and systems of the school, working alongside the School Business Manager, Headteacher and Governors, to ensure all site facilities run smoothly and safely to meet the needs of students, staff and visitors.
- take responsibility for all Health & Safety and site security
- arrange and liaise with external contractors.
- produce and manage a long term site improvement plan for repair and refurbishment, maintaining the premises to a high standard.
- provide and document effective risk management.
- undertake general maintenance tasks where possible to include: plastering, limited plumbing, carpentry, painting and decorating etc.
- work in a flexible manner to meet the needs of the school.

The ideal candidate will have:

- experience of working in a similar role, preferably in a nursery/school/academy setting
- knowledge and experience of property maintenance and Health & Safety Regulations and legislations
- training/ qualifications in various areas including COSHH, Legionella, Manual Handling and PAT testing
- strong verbal and written communication skills and a flexible approach
- the ability to work under pressure, use their initiative and manage conflicting priorities
- the ability and experience to undertake DIY tasks
- a flexible, pro-active approach with a positive can-do attitude



In return, we can offer:

- On-going professional development
- Extremely supportive colleagues and governors.

Grove House Nursery School and Children's Centre provides education, childcare and family services with a diverse population located in the heart of Southall. We also run services at a second site which sometimes requires the holder of this post to carry out work at.

We promote a friendly and caring environment and are committed to safeguarding and promoting the welfare of children, and we expect all staff to share this obligation. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

For an application pack, please **visit our school website:** <https://www.grovehousecc.com/news-1>

or contact the school office on 020 8571 0878. CVs will not be accepted.

If you would like to be part of this successful team, please return your completed application **by email** to admin@grovehousecc.com