



ROSEACRES PRIMARY TAKELEY

SITE MANAGER FULL TIME or PART TIME PERMANENT
Band 3 17-25 (£18,672 - £23,111 per annum full time or pro-rata part time).
(35 hours per week, 52 weeks per year or 15 hours, 44 weeks)
To start as soon as possible.

FURTHER PARTICULARS

The Post: SITE MANAGER

Contract: Permanent, daily split shift between the hours of 7am- 6pm (full time role- exact hours to be agreed with the candidate. Part time role- hours would be fixed at 3-6pm daily).

The position has become available due to the current needs identified within the MAT- a partnership of three local schools. The main site of work will be Roseacres Takeley; however, the person must be flexible and able to work with the existing premises team across all sites as and when required.

The post holder will be supported by an existing part- time caretaker (based at Roseacres) and the Senior Site Manager (who is based at our partner school, Takeley Primary). On the job training will be provided, in addition to any identified training needs of the individual via external providers as appropriate.

The cleaning is currently undertaken via an external contractor but the caretaker will be expected to contribute to the cleaning schedule and liaise directly with the contractor in order to ensure the needs of the school are met and that a high standard of cleanliness is maintained.

Other duties include (but not limited to): portage, general maintenance, grounds upkeep, site security and other duties to ensure legal compliance e.g. fire alarm and legionella testing, (see main job description for more detail).

The Candidate

Essential requirements: reliable, trustworthy, punctual, competent DIY skills, team player, professional and positive attitude with a good sense of humour, ability to use one's own initiative, able to prioritise and keep calm under pressure; able to communicate verbally and written to a variety of audiences, including pupils, parents, governors and contractors, good knowledge of safe work practices (H&S, Fire Risk Management, Lone Working, Safe use of ladders etc), driver and car owner.

Desirable: accreditation and or qualifications in: first aid, PAT/ legionella testing, plumbing, electrics.

The person would be expected to work collaboratively with the team, Trust Directors who oversee the H&S and welfare of our site and partner schools (where applicable), and other professionals or external contractors.

It is essential that the person is able to use their own initiative and work in a positive and constructive way with the wider support and teaching team, and where appropriate, able to relate to and support the learning of all pupils where extended learning opportunities occur.

We aim to keep children at the heart of what we are doing. We want our children to develop their curiosity, independence and learning behaviours; believing in themselves so that they achieve; as staff we are role models to the children. Consequently, the head teacher and Trust are seeking to appoint staff at all levels in the organisation who will share this vision and are able to put this into practice on a daily basis.

We aim to create a positive, calm, safe and exciting learning environment where everyone is respected and valued for their contribution, be it staff, pupil or parent. We expect all our staff to support and fulfil this commitment.

Professional Development

We can offer the successful candidate a fantastic opportunity to contribute to the development of our recently opened and expanding school and within our recently formed multi- academy trust (The Learning Partnership Trust). Further opportunities to share and develop best practice across the Trust is also available.

All new employees will undergo an induction and probationary period, then annual performance management.

If you would like to be part of our team to help us make our vision a reality, we would warmly encourage you to visit us prior to submitting an application so that you are able to fully appreciate the unique and special opportunity on offer.

Please telephone the main office to make an appointment, and/or if you would like to have an informal chat about the position then please ask to speak to Isobel Barron (head teacher). Further information and application packs are available by request from the main office or online via www.essexschoolsjobs.co.uk; or the school website www.roseacres.co.uk

Closing date: 27.2.19 noon

Interview date: w/c 4.3.19

The Process

Applications should consist of a completed Essex application form, with an accompanying letter/statement in support of your application. The application should relate specifically to this school and should refer to the person specification matching your skills and experience.

Application forms should be completed in BLACK ink, BLACK ballpoint or CLEAR typescript, and submitted online, or alternatively returned by post or email to the school by the closing date.

Mrs I Barron
Head teacher
Roseacres Primary School
Roseacres
Bishops Stortford
Herts
CM22 6QY