



Site Manager

3+ hours per week

Essex Scale 2 Point 3

Required: September 2020

We are looking to appoint an enthusiastic, conscientious and self-motivated person who would like to provide a key role in maintaining our school site, to ensure a welcoming and safe environment for the whole school community.

The successful applicant will need to have a wide variety of practical skills, and good awareness of health and safety standards and procedures. They also need to be flexible and willing to undertake ad-hoc hours, if necessary.

Duties will include but are not limited to:

- Ensuring that the site is clean and litter free
- Carry out and record statutory checks and help maintain Health and Safety records
- Carry out maintenance and minor repairs, including liaising with contractors
- Providing access to the site for visitors and contractors outside of school hours

Ongoing professional development training will be available for the successful candidate.

Apply online at: www.essexschoolsjobs.co.uk or call the school on 01279 813370 for further details.

Manuden Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Confirmation of appointment will be subject to satisfactory references, pre-employment checks and an enhanced DBS check.

Closing date: Friday 31st July 2020

Interviews during August 2020