



VACANCY

Site Manager Assistant

Location: Based at Thorpedene Primary School (Work to be carried out across all SECAT Schools)

Salary: Level 6, Point 13 (£21,404 actual salary)

Contract: 35 hours per week / 52 weeks per year

Job Information:

Site Manager Assistant – Preferably with a trade although experience will be considered

To support the Site Manager in various Caretaking duties including but not exhaustive to, security of the site, key holder for the site which will include opening and closing the site, portering, cleaning and maintaining the site. This role will include undertaking skilled work which is appropriate to the trade and background of the individual.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments will be subjected to an enhanced DBS check, medical clearance and satisfactory references. The School is an Equal Opportunities Employer.

Please contact Kelly O'Brien for an application pack.

fhf@thorpedene.southend.sch.uk

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Closing date: 4th February 2021

Interview Date: W/C 8th February 2021