

Site Manager - Havering and Mid Essex Hub

Dame Tipping CofE Primary School, Margaretting CofE Primary School, Roxwell CofE Primary School, Ford End CofE Primary School

Required: September 2024 (sooner if possible)

Contract Type: Permanent

Scale: NJC 4.7 - 4.10

Salary: £27,855 - £29,139

Actual Salary: £22,284 - £23,311 p.a. Inclusive of Outer London Allowance

Hours: 28.8 per week

Hours per day: 7.2 (exclusive of 30 minute unpaid break)

Weeks per year: 52

FTE: 80%

Application Deadline: 15/07/2024

Building Great Learning Communities

Our Mission is 'To build great learning communities where children flourish'. To accomplish our mission, we keep our 3 core beliefs at the heart of everything we do: Courageous Optimism, Boundless Creativity and Heartfelt Compassion. We support our schools to deliver excellent pupil outcomes, create vibrant, exciting environments and offer rewarding careers for employees. To help us with this, we are looking to appoint a new **Site Manager to work across our Havering and Mid Essex Primary school hub**, working at Dame Tipping CofE Primary School, Margaretting CofE Primary School, Roxwell CofE Primary School and Ford End CofE Primary School.

The successful candidates will:

- Encourage and take part in optimising the efficient and economical use of the school's premises, facilities, plant, equipment, and material
- Promote and participate in achieving a culture of excellence and continuous improvement for estate practices and standards.
- An understanding of health, safety and security issues and relevant legislation affecting schools
- Excellent communication and interpersonal skills
- Ability to work independently and to lead a team
- Be able to competently carry out repairs and maintenance with experience of premises maintenance issues
- Ability to multitask and be flexible to deal with the 'unexpected'
- Willingness to complete any necessary training
- Share our commitment to building great learning communities for our pupils
- Support the vision and values of our school
- Work collaboratively across the schools

The successful candidate will be part of positive environments, with dedicated and supportive colleagues who strive for excellence. Our schools are committed to providing the best learning opportunities for our pupils, in a safe, secure and friendly environment.

In return we can offer you:

- Supportive and friendly colleagues
- Happy, friendly and well-behaved pupils
- A stimulating and welcoming learning environment in a fantastic school community
- High quality continuous professional development
- An all-inclusive and supportive Senior Leadership Team and Multi-Academy Trust
- Access to the Schools Advisory Service (SAS) the Trust's employee well-being support and medical programme. This includes 24 hour a day access to a GP helpline for you and those in your household, a counselling service, stress management and weight loss programme, physiotherapy, menopause support and much more
- Free Flu Vaccinations
- Cycle to Work Scheme
- Access to TES Development
- Retail discounts

Applications:

Please forward your completed application form, together with a letter of application and supporting paperwork to recruitment@lifeeducationtrust.com by **9am Monday 15th July 2024**. A copy of the school's **Support Colleague Application Form** can be found on our schools websites. Shortlisting will take place shortly after and interviews will be held later that week. *Our school reserves the right to interview prior to the deadline date.*

For further information about this role, please contact Vicky Smith, Trust People Manager via at recruitment@lifeeducationtrust.com. Visits to the school are welcomed.

The Trust reserves the right to interview prior to the deadline date. We encourage and welcome applications from all backgrounds and all parts of the community, particularly people from ethnic minorities who are currently under-represented. LIFE Education Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

