



School Greythorn Primary School
Position Site Manager
Hours 30 hours per week –permanent
Salary Scale 4 (19-23) - £16,616 to £18,713
Start date January 2022

Head Teacher Mrs Beverley Dolman

Roll 316 pupils

Visit our website <https://www.greythornschoo.co.uk/>

Closing Date 10th December 2021 at 10 am.

The Governors of Greythorn Primary School are seeking to appoint a Site Manager to join our hard working and enthusiastic team. We are looking for someone who will care about our school as much as we do, who will take pride in maintaining and improving the school building and grounds to the highest standard at all times.

The successful candidate will need a range of skills to ensure the efficient maintenance and cleanliness of our learning environment. The role will include maintaining standards of health and safety including statutory obligations; carrying out minor repairs and general maintenance; decorating; use of specialist cleaning equipment and management of the school cleaners; liaising with contractors; ordering supplies and overseeing the security of the site including key holder responsibility.

The working hours are 30 hours per week, requiring a split shift

The successful candidate will:

- have high standards for the school environment both inside and outside
- have good literacy and numeracy skills
- be able to carry out regular procedures, routines and maintain the premises and grounds to the highest standards
- maintain and keep appropriate records in line with Health & Safety requirements
- have good DIY skills and ability to manage projects
- be pro-active to ensure the school and grounds are well maintained
- ensure the school and grounds are kept safe and secure at all times

We are proud to be part of The Flying High Partnership; one of the best performing multi-academy trusts in the UK. You will be joining a team that has access to wide ranging training and resources.

Application packs are available via email from sbm@greythorn.notts.sch.uk

Visits to the school can be arranged, please call 0115 9149779.

Completed application forms should be submitted to: sbm@greythorn.notts.sch.uk by 10th December 2021 at 10 am.

Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting and induction processes.

DBS Checks This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Amendment Order 1986 and, as such, it will be necessary for a Submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

We are an equal opportunities employer.