



Guildhall Feoffment Community Primary School

Site Manger required

Are you a skilled tradesperson looking for extra hours to help with the bills?

We are looking to appoint a hardworking, enthusiastic Site Manger to join our amazing team. Someone who will care about our beautiful school and keep it safe for our delightful children and exceptional staff.

You will take charge of the cleaning and maintenance of our school and grounds. We need someone who is able to work under their own initiative, lead the small team of cleaners and take pride in keeping the school clean and safe for all users.

Duties will include:

- Lock and unlock the school site and carry out security checks on the building.
- Line manage the school cleaners and ensure that there is a high standard of cleanliness in all areas of the school.
- Monitor stock and order supplies.
- Carry out and record simple checks and maintain online and paper records for Health and Safety.
- Arrange maintenance calls and be onsite when needed during school holidays, when contractors are working in school.
- Carry out minor maintenance of the building and grounds, grass cutting, hedges, drains, decorating and general DIY.

Previous experience would be beneficial, but full training will be provided. The successful candidate will be required to act as the primary key holder, so we are looking for someone who can easily access the school.

The hours are 20 per week, 46 weeks per year (plus holidays to be taken in the school holiday period.) Monday to Friday - 3.00-7.00pm.

There will be occasions and events where the school will need to be opened/locked outside of the school day (for example when the school is used for events or when there is building work being completed over the holiday period).

Salary: Grade 4, point 9. £22129 fte (to be pro-rated)

Closing date: 31st October 2022

Interviews: 3rd November 2022

Start date: as soon as possible.

If you are interested in this post, an application form and job description are available from our school website: www.guildhallfeoffment.org. Alternatively, you can request a copy via email: admin@guildhallfeoffment.suffolk.sch.uk. If you would like support accessing the application or in completing it, feel free to ask.

Visits to the school are possible, and we would love to hear from you if you have any questions. Please contact the school office via email: admin@guildhallfeoffment.suffolk.sch.uk

Guildhall Feoffment School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. DBS checks and other pre-employment checks will be required.