



Site Manager – St Nicholas School

Are you ready for your next step in special education?

Job Title: Site Manager
Position type: Full Time Permanent
Hours / Weeks: 36 hours per week 52 weeks a year
Salary: Grade 7 Scp 23 to 25 Salary FTE £35,577 to £36,567

Site Visit: Thursday 11th July 2024 1pm (please call school to book in)
Closing date: Monday 15th July 2024 at 12am(midnight)
Shortlisting: Tuesday 16th July 2024
Interview date: Monday 29th July 2024
Start: Monday 2nd September 2024

St Nicholas School is a good community Special school for 271 pupils aged 4-11 with MLD, ASD, Speech and Language Needs, Downs Syndrome, SEMH and Complex Needs.

We provide a bespoke education for pupils using 'state of the art' facilities that enable us to offer our pupils the full range of EYFS and National Curriculum as well as a broad and balanced curriculum matched to their individual needs. Our pupils are supported in small class sizes, by well qualified and experienced staff, to help them realise their full potential.

The post holder is required to carry out the duties of a Site Manager supporting the Office Manager / SBL / SLT to ensure that the site is safe, secure and maintained to a high standard.

You would be responsible for ensuring that the school is a clean, safe and well-maintained environment, both inside and outside. You would have responsibility to arrange the opening / locking of the school, and dealing with alarm call-outs as necessary.

Previous experience of site management is desirable. Building maintenance skills are essential including basic plumbing, Staff management experience would be advantageous.

Candidates should be able to demonstrate that they have experience in a professional capacity of the areas outlined in the personal specification and job description.

You Must be reliable, organised, caring, hardworking, a team player, but capable of working on your initiative? Have excellent line management, contract management and planning skills. Do you want to play an essential part in the life of the school?

Safeguarding Statement

St Nicholas School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities and inclusive employer and we welcome applications from all people representative of our community.

This post is exempt from Rehabilitation of Offenders Act 1974 (as amended 2013 & 2020). Applicants must disclose details of any 'protected' criminal convictions, cautions or bind-overs.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service>

Unlock – <http://hub.unlock.org.uk>

The school will request references in advance once shortlisting has taken place and will undertake online checks (including social media and DfE) for all shortlisted candidates.

Shortlisted candidates will be emailed a Self-Declaration form which **MUST be returned at least 2 days before the interview takes place**, failure to do so can result in the offer of interview being rescinded.

Applicants should be aware that their current or most recent employer will be approached as a referee. **Please ensure that you provide an email address and telephone number of each referee on the school's application form.**

The successful candidate will be subject to an enhanced DBS check, a barred list check, medical clearance and satisfactory references. The role is subject to a 6-month probationary period.

GDPR statement

In line with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority and the DfE. For further information on who we share data with please see our website for our Data Protection Policy and Privacy Notices: www.st-nicholas.croydon.sch.uk

Applicants should apply by using the **2** documents attached to the advert. **CVs will not be accepted.**

Please include a **supporting document** (no more than 2 A4 sheets) explaining why you feel you are able to do the job based on your skills and experience with your application and Equal Opportunities Forms, returning all paperwork by the closing date to:

smellor8.306@st-nicholas.school