



Site Manager – St Nicholas School

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 £37,068 to £38,058

Site Visit: Friday 22nd November 2024 from 10am to 12pm and Tuesday 26th November 2024 from 10am to 2pm – **Ring the school for an appointment**

Closing date: **Thursday 5th December 2024 12pm**
Shortlisting: Friday 6th December 2024
Interview date: Thursday 19th December 2024
Start: Monday 3rd February 2025 dependant on notice period.

The school building is just over 5 years old and situated over 4 floors. We have 28 classrooms and various other therapy and teaching rooms.

The school is a LA Maintained Special Primary School for approx. 130+ staff and 275 children with SLD, ASD, Speech and Language Needs, Downs Syndrome, SEMH and Complex Needs and MLD.

We need an experienced and highly organised Site Manager with proven track record of working in a busy premises environment. Dealing with contract management, day to day maintenance, H&S, planning maintenance and other projects.

We are looking for someone who can work with the SLT to move the school forward ensuring the highest H&S standards. Giving support and guidance as necessary to the Office Manager, SBL and SLT to ensure that all statutory requirements are exceeded.

You will need excellent team management skills as you will be working with / managing a caretaking team and be first point of call for our onsite contractors – catering / cleaners. You would need to have building maintenance skills including basic plumbing. 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.

We are a growing school and are looking for someone who can take on projects – from conception to completion, planning skills including understanding of the need for tendering /

multiple quotes and if necessary, discussing possible projects / contracts with the Governing Board.

You need to be competent using various Microsoft packages including excel. The school uses Every Business Management, Assets – previous use of these would be advantageous.

We would welcome a visit to the school, 22nd November between 10am 12pm or 26th November between 10am and 2pm – **Please ring the school to make an appointment.**

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, after shortlisting but before interview. **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