



Site Manager

Start date: October/ November/ December 2019
SO2 – PO1 (depending upon experience and qualifications)

All year round

Open up 6.30am until 4pm with a break in between (negotiable hours)

Lock up 5.45- 6.30pm across two sites

Queensbridge Primary School is a very happy, thriving two form entry with one bulge year group in Y6. We have 520 pupils. In July 2011 we became outstanding in our Ofsted and in March 2012 became a National Support School with Sarah Bailey OBE, the Head Teacher, as a National Leader of Education. We pride ourselves on the rich CPD offer for all our staff.

We share a site with Hackney PDC and have Mapledene Children's Centre which is a two minute walk from the school.

We have a challenging intake of children and are highly inclusive in our practice. We have an established Head but hope to bring in some new experience and fresh ideas to our team. Strong CPD is our offer to all staff.

We are looking to appoint a site manager who is reliable and committed. We would like someone handy at fixing things and practical, organised and helpful. In both our children's centre and the school we need someone who can keep on top of paperwork, keep an evidence trail for things such as PAT testing/ fire regulations as well as organise orders and distribute them. We need someone who can keep on top of contractors and cleaning staff who would make sure our school is spotless and clean. We also want a friendly and enthusiastic person who would enjoy working around children and greeting parents/carers each morning.

We are a large building with two playgrounds which need to be kept really clean and jet washed. Please see the attached Job Description for further details. We do need someone that will open up our CC at 6.30am and close the school at 6.30pm. The bit in between is negotiable but time on both sites during the day is necessary for all the details on the JD.

The closing date for this application is **Friday 30 August 2019**

Shortlisting is **Tuesday 3 September 2019**

Interviews will be **Monday 9 September 2019**

Visits to the school are highly encouraged on Thursday 29 August at 11am but unfortunately the school will be closed other than at this time.

Applications must be emailed directly to the Head Teacher on sbailey@queensbridge.hackney.sch.uk with a supporting statement as to why they want this position.

The Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexuality or age.