

# Shoreditch Park Primary School

Hackney Education

## Job Advert – Site Manager

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### Welcome to Shoreditch Park Primary School.

Achievement, progress, challenge, inspiration and enjoyment are at the heart of everything we do.

We are committed to providing children with the very best education to ensure that each child reaches their maximum potential and develops a lasting love of learning and sense of curiosity in the world around them.

We know that children who feel respected and proud of themselves will learn best. Both achievement and perseverance are celebrated and recognised.

We aim to deliver excellent education by providing a stimulating, rich and relevant curriculum which balances the rigorous teaching of core skills and knowledge with creative and imaginative opportunities.

We believe in our role in shaping future communities and aim to ensure our children leave here as happy, successful individuals – thoughtful, confident, and equipped with the skills they need to do the best they can in their immediate environment and the wider world.

Our expectations of the children and the adults within the school are high. We foster a welcoming, safe, disciplined environment where all children, families and all other members of our school community are treated with tolerance, kindness and respect.

Penny Smith



Headteacher

## Summary of school and role

We are thrilled to offer an exciting opportunity for a Site Manager to join our outstanding team at Shoreditch Park Primary School. Located in the heart of Hackney, we are proud to be an Ofsted Outstanding provider of education. Our school has received national and international recognition for our high-quality education, such as the UNICEF Rights Respecting accreditation, and a variety of other curriculum-linked awards. We are proud to be highly valued within our community, with our school remaining oversubscribed despite the local pupil roll challenges in London.

At the heart of our commitment to outstanding education is a high-performing operations team. We are seeking a proactive, solution-focused Site Manager to help deliver safe, efficient, and inspiring learning environments for our pupils and staff.

As the education landscape evolves, the Site Manager plays a vital role in supporting day-to-day school operations and ensuring safety, compliance, and sustainability across the premises. The environment is fast-paced and diverse, offering real opportunities to impact the quality of children's education through effective facilities management.

This key role requires strong problem-solving abilities, attention to detail, and a team-oriented mindset. You'll lead on estate and facilities management, including maintenance, site security, health & safety, and ensuring the physical environment supports the school's wider goals.

You'll collaborate with stakeholders and engage with operational areas such as sustainability, energy efficiency, and project delivery. Communication and a commitment to improvement are essential.

We offer a thorough induction from our experienced team and support for professional development, including access to relevant training and qualifications.



If you're motivated by purpose, thrive in a practical environment, and want to play a crucial role in supporting education, we'd love to hear from you.

### Key information

Contract type:	Permanent
Closing date:	Application forms must be submitted via email to <a href="mailto:vacancies@shoreditchpark.hackney.sch.uk">vacancies@shoreditchpark.hackney.sch.uk</a> by Friday 30 <sup>th</sup> of May 2025, 16:00  (We reserve the right to interview exceptional candidates prior to the closing date and references will be requested for shortlisted candidates).
Salary:	Competitive
Tours:	19th May at 5pm.
Interviews:	W/C 9th June 2025

### Who to contact for further information

For more information, please do not hesitate to contact Georgia Caton (School Business Manager) at [vacancies@shoreditchpark.hackney.sch.uk](mailto:vacancies@shoreditchpark.hackney.sch.uk)..

Please visit our website, [www.shoreditchpark.hackney.sch.uk](http://www.shoreditchpark.hackney.sch.uk), for further information about Shoreditch Park Primary School.

### Safeguarding and diversity statement

*Shoreditch Park Primary School is committed to safeguarding and welfare of all children. Successful candidates will require a DBS clearance and suitable references before commencing employment. We are committed to diversity, equality and inclusion and welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age. We actively welcome applicants from ethnic minority backgrounds and underrepresented groups in primary settings.*



