



JOB TITLE:	Site Manager
DIRECTORATE:	LEAP Federation
LOCATION:	Kingsmead Primary School, Kingsmead Way, London, E9 5PP
REPORTING TO:	Executive Headteacher / Headteacher / Federation Operational Business Manager
GRADE:	Scale 5, Point 12 -15 (£34,359 - £35,892) – Actual Salary
HOURS OF WORK:	Monday to Friday – 36 hrs. / week. 7.45am – 3.45pm (with potential for negotiation) All Year Round Permanent

We are looking to recruit a hardworking and motivated Site Manager to work at Kingsmead Primary School – which is part of the Leap Federation in the London Borough of Hackney.

As the school Site Manager you will work closely with the Headteacher and Federation Operational Business Manager to ensure that our schools are safe, secure and organised places.

Candidates must be able to use their own initiative and have experience of a similar role preferably in an education setting. We are able to offer a friendly, supportive working environment in schools that are committed to high standards in all areas of learning.

The post is to start w/c 24th August 2026 and subject to a three /six-month probation review.

The post holder will be expected to carry out all duties in the context of and in compliance with all the school's policies and procedures and in compliance with Leap Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

Our school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. The successful applicant will be required to undertake pre appointment vetting checks in line with Keeping Children Safe in Education statutory guidance including an Enhanced DBS check. References will be sought and online searches will be carried out for all applicants invited to interview. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

www.kingsmead.hackney.sch.uk www.gayhurst.hackney.sch.uk www.mandeville.hackney.sch.uk www.grasmere.hackney.sch.uk

Executive Headteacher: Louise Nichols

Chair of Governors: Gillian Brady and Shanielle Shrouder Communications: Emma de Sausmarez

LEAP Federation, c/o Kingsmead Primary School, Kingsmead Way, Hackney.London E9 5PP 020 8985 5779



Please see the full Job Description and Person Specification for more details about the role.
If you would like to find out more about the role or request an application form, please email Camilla Addison on: jobs@leapfederation.org
Visits to the schools can be arranged on request

Application deadline: *Sunday 31st May 2026 at 5pm*

Interviews: *w/c 1st June 2026 – times to TBC*

Start date: *w/c 24th August 2026*

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