

Primary School Site Manager**Salary scale 6: £24,982 - £27,041****Contract: Permanent, full time (37 hours), 52 weeks per year**

Location: Victoria Primary School, Ainsworth Dr, Nottingham NG2 1FX

Telephone: 0115 807 7750

e-mail: office@victoriaprimarieschool.org.uk

Head of School: Mr Russell Gray

Roll: 350 (3-11)

Start date: 31st August 2021

Victoria Primary School is looking to appoint a permanent, full-time site manager to lead and manage the smooth day to day running of the school site. Crucial to giving staff and pupils the environment needed for excellent teaching and learning, the roll involves directly carrying out security, caretaking, cleaning and maintenance duties as well as overseeing the many contractors who support these functions. Our new Site Manager will make sure that the school operates in full compliance with the legal and statutory requirements for Health & Safety and Fire Safety. This position offers a rare and exciting opportunity to join a committed and friendly team of professionals who expect to support and challenge each other to secure the very best for all of our children.

We are looking for a person who:

- ☐ truly believes in our school motto: "Work hard – Be kind" – for themselves as well as our children
- ☐ understands health & safety, building systems and maintenance
- ☐ is friendly, practical, and wants to help
- ☐ enjoys a varied workload and can manage their own time
- ☐ doesn't mind split shifts!

The Site Manager we appoint can expect to:

- ☐ be an equal member of an out-going and diverse staff team
- ☐ be supported by – and / or contribute to – Trust Site Team Networking events
- ☐ receive dedicated training and development to meet their needs
- ☐ receive a generous staff benefits package through the Westfield Health Group

Visits to our school are encouraged and warmly welcomed by appointment.

Applications close at 1200 on 30th June 2021. Interviews will be held shortly after that date.

Application forms and further details are available from the school via www.victoriaprimarieschool.org.uk and clicking the "vacancies" tab.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All posts in Nova Education Trust schools are subject to an enhanced Disclosure and Barring Service check. All posts in schools, unless stated otherwise, are suitable for a job share arrangement. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.