

St Gilbert's Church of England Primary School
Foundry Road
Stamford. Lincolnshire PE9 2PP



**Require a
SITE OFFICER
G5.P12 £20,373 - G5.P15 £22,614
37 hours per week – 52 weeks per year**

St Gilbert's CE Primary School is seeking to appoint a knowledgeable and enthusiastic **Site Manager** to join our team from June 28th 2018 or as soon as possible thereafter. This is an exciting opportunity for someone who already has a good experience of managing school sites. This is a permanent position.

We are seeking someone who:

- Has an excellent eye for detail and expects high standards of themselves and others.
- Is able to form excellent relationships with those within the school community and can contribute to the creation of a safe, positive environment that is conducive to the promotion of learning
- Is self-motivated, energetic and has a flexible approach to the role.
- Has excellent interpersonal skills and can lead a team of cleaners to maintain the excellent standards already in place
- Has a very good knowledge of general maintenance and repair
- Has good DIY skills and can also complete portage and cleaning works with a good knowledge of COSHH
- Has a good knowledge of health and safety policies and practices, and can work with the School Business Manager to ensure that health and safety and security meets and exceeds requirements
- Is open, honest and reliable, and has a good sense of humour.

In return we offer you:

- An exciting and challenging professional opportunity.
- A successful and forward thinking school which puts involvement, achievement and enjoyment at the heart of all it does.
- Dedicated, hardworking and dynamic colleagues.
- Pupils with a very positive attitude towards learning, who are proud of their school, their personal achievements and each other.
- Strong and positive relationships with parents, the community and our church.
- A committed and supportive Board of Governors.
- A commitment and a culture of developing potential through continuing professional development
- Annual holiday entitlement

Application forms can be accessed via our website www.stgilberts.co.uk

Visits to the school are encouraged and these can be arranged by contacting the School Business Manager, Mr Peter Allan via peter.allan@stgilberts.co.uk or by telephone (01780 762400).

Closing date for completed applications: 9am, Monday 9th July 2018

Interviews will be held: Wednesday 11th July 2018

St Gilbert's CE Primary School is committed to the protection and safety of pupils.

**We are an Equal Opportunities Employer and welcome applications from all sections of the community.
An ability to converse at ease with all members of the school community and provide advice in accurate spoken English is essential for the post.**

Successful applicants will be subject to a 'Disclosure and Barring Service Enhanced Check' NOR: 311

