

..... A Church of England School

SCHOOL VACANCY

SITE MANAGER

Ickleford Primary School is looking for someone with the range of skills required for the maintenance and cleanliness of our school building and attractive grounds. We are looking for a self-motivated, flexible, enthusiastic and hard-working site manager to join our team.

The post includes procurement of repair and refurbishment services, alongside ensuring all areas of health and safety and safeguarding remain at the heart of all duties.

If you feel this is just the position for you and are confident that you have the range of skills outlined below we would love to hear from you:

- Basic DIY/maintenance skills with an understanding of the workings of heating, plumbing and electrical systems.
- Positive, cheerful outlook and excellent interpersonal skills.
- Daily supervision of in-house cleaning team.
- Good organisational and time management skills.
- Good team worker as well as ability to be self-motivated when working alone.
- Ability to competently liaise with third parties including contractors to arrange quotes and oversee works.
- Ability to maintain and update premises and site records as required.
- Knowledge of Health and Safety regulations.
- Driving licence and use of own vehicle.

Training will be provided for specialist areas as required.

Working hours are 37 per week, 52 weeks per year. During the school term, these hours to be worked on a split-shift basis to cover the opening and closing of the premises.

If you are interested in finding out more about working at Ickleford why not come and visit? Please contact Nicky Pedder in the school office to make an appointment – 01462 459150. Alternatively, you can email admin@ickleford.herts.sch.uk to request an application pack or apply online at www.teachinherts.com

Ickleford Primary School is committed to safeguarding children and young people. All postholders are subject to a satisfactory Disclosure and Barring Service (DBS) check.