



ROLE: Site Manager
SCHOOL: Talbot Primary School
HOURS: Full time- 37 hours per week, Monday to Friday. Permanent. 52 weeks per year.
SALARY: Poole Grade H /SCP 30-33/FTE £27,358 to £29,909, subject to experience (pay award pending 1 April 2019)

CLOSING DATE: 15 March 2019 at 12 noon

INTERVIEW DATE: 20 March 2019

START DATE: 23 April 2019

JOB/PERSON SUMMARY:

We are looking for an enthusiastic, highly skilled, hardworking and organised Site Manager to join Talbot Primary School.

We need you to play a vital part in the daily running of our amazing school. If you have the relevant skills and experience this may be just the opportunity you've been looking for.

We are looking for someone who takes great pride in their work, pays attention to detail and wants to provide a safe, well maintained environment for all our children and staff to work in. The ability to work systematically, identify issues and use initiative to solve problems is essential.

Visits to the school prior to interview are essential. Please contact the school office on 01202 513981 to arrange an appointment.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Good working knowledge of facility management
- Experience of managing and motivating a team and on site contractors
- Excellent knowledge of Health and Safety Law and Fire Safety Law
- The ability to maintain accurate maintenance records and site risk assessments
- Good communication and organisation skills

- DIY and handy person skills e.g. basic decorating skills like painting, basic carpentry skills like hanging doors or fitting a door lock, basic plumbing skills like replacing tap washers etc.
- Good computer skills e.g. excel, word, outlook and diary entries of daily, monthly and annual schedules
- A flexible 'solution focused' approach and attitude to work
- Lead teams- be approachable and a good team player

Applicants will ideally have experience of working in a maintenance role, preferably in a similar environment, coupled with having worked in a managerial or senior supervisory capacity.

The role may require a split-shift working pattern and assistance with occasional lettings and school events. You will be a key holder. Emergency call outs are considered part of your duties.

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at www.hamwic.org and return to Mrs. D Hughes, school@talbot.poole.sch.uk

THE GREENWAY PARTNERSHIP

The Greenway Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.