

RESILIENCE



TEAMWORK



CREATIVITY



FLYING HIGH



VACANCY

Site Manager

Start Date: A.S.A.P

Job Grade: Kent Range 6: £19,864 - £21,789p.a.

Salary: Starting salary £17,448 - £19,139 p.a. (pro-rata)

Hours: 32.5 hours per week (7.00am-2.00pm Monday-Friday), 52 weeks per year

NB: It is possible that these hours may be extended to full-time at some point in the future

Would you like to work in a brand new building with excellent facilities for a school rated 'Good' in all areas (OfSTED: December 2017)? Do you want to embark upon an exciting journey at Aylesham Primary School?

We are seeking someone who can:

- Be responsible for the security, health & safety, maintenance and improvement of the school building and site.

Personal Qualities and Experience:

- Has good literacy and numerical skills in order to complete more detailed recording of technical data (for the school and LA), produce reports and manage school budgets
- Computer Literate: Microsoft Office (Word; Excel; Outlook) and ability to be able to use other job-related IT applications
- Extensive background in the building trade and/or extensive DIY skills including experience in a range of disciplines e.g. carpentry, plumbing, electrics, plastering
- Understanding of health and safety requirements (including COSHH) of a large site and the ability to recognise and take action to avoid potential risks under Health & Safety legislation
- Use of a wide range of machinery/equipment e.g. kitchen, gardening and general maintenance

Aylesham Primary School acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and KCC requirements. We expect all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service and a check against the ISA Barred List for children.

We are a warm and friendly primary school with a strong, supportive and committed staff team. Visits to the school are recommended - to arrange a visit please contact the school office on 01304 840392.

All applications should be made via www.kent-teach.com and **pay particular attention to the responsibilities contained within the Job Description and the requirements of the Person Specification.**

Closing Date: MONDAY 10TH DECEMBER 2018 @ 9.00am

Interview Date: THURSDAY 13TH DECEMBER 2018