



**WARREN
WOOD**
PRIMARY SCHOOL

Site Manager

Candidate Application Pack

A **Beyond** ACADEMY
SCHOOLS TRUST

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Message from Lucinda Woodroof, Headteacher

Thank you for expressing an interest in the role of Site Manager at Warren Wood Primary School.

As the headteacher of Warren Wood, I would like to extend to you the warmest of welcomes.

Warren Wood is a large friendly and welcoming school where we have established a caring and nurturing environment with children at the heart of everything we do. We ensure that every child at Warren Wood is valued as an individual and all personal successes are celebrated. We work closely with parents and the local community to develop children academically and socially to ensure their love for learning stays with them throughout their life.

We would like to hear from you if you would like to join our happy and welcoming team.

Further information about our school can be found on our website <https://warrenwoodprimary.co.uk/>

If you would like to arrange a visit to Warren Wood, please contact the school office on 01634 401401 or office@warrenwoodprimary.co.uk

I look forward to receiving your application.

Lucinda Woodroof
Headteacher



About Warren Wood Primary School

Warren Wood Primary School is a two-form entry primary school for children in Reception to year six. We also have a nursery and The Evergreen, an inclusive provision for children with speech, language and communication needs.

Our school prides itself on the caring and nurturing environment it provides for the children in our care. Our school values are an integral part of the school, equipping children with the skills they need for their future beyond the classroom. We believe that every child can reach their potential and our caring and dedicated staff will help them to achieve this.

Our school values are:



At Warren Wood Primary School, we believe that the education we provide to our children will contribute to their confidence, competence and motivation which are essential for them to achieve, participate in further education and to be successful in life and at work. The values are fundamental to all we do:- Respect, excellence, collaboration, independence, perseverance, enjoyment, leadership, integrity and care. These are displayed in all rooms and are to be referred to at every opportunity.

We have developed an exciting and engaging skills-based curriculum across all primary subjects to ensure that all children are ready for the next stage of their learning and beyond. Our curriculum, with our values woven throughout, ensures a cross-curricular approach to learning is adopted. This approach is inclusive to ensure that academic excellence and high aspirations are an expectation of all students.

Wellbeing is important to us and we strive to consider how practices and procedures can contribute to a good work-life balance. We have a commitment to professional development and seek to support all staff in being the best they can be.



Welcome from our Chief Executive Officer

Welcome to Beyond Schools Trust

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin
Chief Executive Officer



About the Beyond Schools Trust

Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

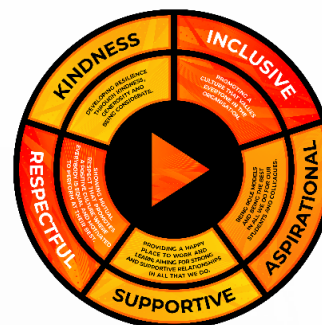
The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be.
We will work tirelessly to support them to reach their potential.



Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ



01634 888115



www.beyondschoools.co.uk



hello@beyondschoools.co.uk



Job Description – Site Manager

Reporting to: Headteacher
Salary: Trust Salary Scale 06 - 19
Location: Warren Wood Primary School, Arethusa Road, Rochester, Kent ME1 2UR

Job Purpose

In conjunction with the Executive Business Manager (EBM), the overall purpose of this role is to support the management and development of the school site and premises. This will include managing school premises issues as they arise, developing a premises and maintenance plan, and addressing all aspects of the Asset Management Plan (as approved by the Local Governing Body) to ensure that the premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum.

The post holder will be required to be an experienced practitioner with significant practical skills. The role is both operational as well as managerial, therefore you will be required to have a 'hands on' approach and lead by example, as you will spend a significant proportion of your time involved in practical site activities.

Core Responsibilities

Management

- Monitor the condition of site buildings and grounds to ensure that appropriate standards are achieved.
- Ensure effective risk management, for example, in health and safety, and in the management of any third-party service contracts.
- Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.

Lettings

- Manage and monitor effectively the lettings of the site, including all rooms and external areas.
- Ensure that any specific equipment is provided.
- In conjunction with the EBM, analyse lettings' data provided to ensure that the premises are utilised to ensure best advantage of the School both financially and in reputation.

Strategic Maintenance

- Contribute to the strategic planning and development of the school site, in conjunction with the EBM and the Leadership Team, and be proactive in identifying the most appropriate and effective solution to the developing facility needs of the School.
- Contribute to the management of all site-related projects: from initial concept, through design and specification, to implementation and hand-over to the school.
- Manage the costs of site-based projects with EBM and Headteacher to both budget and specification.

Planned Maintenance

- Maintain a register of Risk Assessments for operations undertaken by the Premises Manager and ensure that a rolling programme of auditing Risk Assessments is implemented to ensure that they are still relevant.
- Ensure that all staff use equipment in a safe manner and are appropriately trained.
- Ensure that a register of all hazardous chemicals in use on the site is developed and maintained and ensure that all staff who use the chemicals are aware of how they should be safely used and stored.



- Ensure that copies of the hazard data sheets are available in a central register and at the point of storage.
- Ensure that any contractors visiting the site are shown a copy of the Asbestos Register.
- Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, of the fire evacuation procedure and park in a designated area.
- Obtain risk assessments and method statements from third party contractors prior to them starting work on site.
- Operate a permit to work scheme for all contractors and ensure that all contractors are in possession of a permit prior to starting work.
- Continuously monitor compliance with health & safety regulations
- Ensuring compliance of health and safety inspections and servicing using Every software.
- Ensure that the fire alarm and emergency lighting is checked weekly and a record of the test maintained.
- Ensure that the firefighting equipment is checked weekly and any fire extinguishers that have been discharged are replaced immediately.
- Ensure the site is checked weekly for any possible health & safety hazards.
- In the event of expected severe weather, please be available to inspect and prepare the site to ensure safe entry and exit. This may require some flexibility with your contracted working hours, in coordination with the headteacher.
- Ensure that the water temperature checks are completed each week and records kept.

Security

- Ensure that the site is secure and that entrances and exits are monitored through the school day and out-of-hours.
- Ensure that the locking systems of the buildings are not compromised, and that the alarm system is regularly serviced and maintained.

Financial Management

- Advise the EBM, on the optimum use of funds allocated for structural and non-structural maintenance.
- In association with the EBM, prepare monthly statements of expenditure for all premises budget headings, for discussion with the Headteacher.
- Obtain quotes for maintenance work in line with school policy.

Additional Responsibilities

- To ensure that any issues identified as falling under the remit of the Site Manager role are satisfactorily resolved whether they are strictly a premises-related matter or not.
- To keep abreast of developments in the Facilities Management field and identify possible areas where there is scope to improve systems and procedures.
- To develop self within the post, undertaking training as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the school.
- To have a current driving licence and be prepared to train to drive the Academy minibus.
- To undertake specific tasks as identified by the Headteacher and SLT as and when required.

Generic Responsibilities

- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the school.



- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders.
- To support and contribute to the School's commitment to 'Every Child Matters,' enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being. To contribute to whole School events as and when required.
- To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is the expectation that you carry out any other reasonable duties or requests of the EBM, that are in keeping with this post or as may be determined from time to time by the Headteacher.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It may be from time to time there is out of hours working required, these will be discussed and arranged with the EBM and /or the Headteacher.

Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.



All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of People. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



Person Specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> English language, reading and comprehension up to GCSE standard Numeracy skills up to GCSE standard Good IT Skills <p>Desirable</p> <ul style="list-style-type: none"> A trade qualification (i.e. plumbing, electrical, joinery, decorating) in City and Guilds, NVQ, BSL or BTEC Office 365, Word, Excel A full UK driving licence Minibus driving qualification – or willingness to uptake
Experience	<ul style="list-style-type: none"> Caretaking Building maintenance Security, including alarm systems Cleaning work Some DIY Working in a team Supervising a small team of staff, including cleaning staff Managing a small team of staff Working with contractors Identify and lead on maintenance work Budgeting
Skills and knowledge	<ul style="list-style-type: none"> Good knowledge of health and safety regulations Ability to work flexibly, independently and as part of a team Basic DIY skills Ability to plan, organise and prioritise, delegating where appropriate. Health and safety responsibility and compliance across the school Excellent organizational and planning skills. Computer literate, must have a good ICT skills, including knowledge of MS packages Ability to work using own initiative, exercising good judgement where unsupervised. Follow procurement policies, looking at value for money. Ability to work using own initiative, exercising good judgement where unsupervised
Personal qualities	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils



Criteria	Qualities
	<ul style="list-style-type: none"> • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Ability to inspire and encourage • Ability to think creatively to anticipate and solve problems. • Embraces change well • Deals with difficult situations effectively • Able to work flexibly and out of school hours as required • Ability to communicate effectively, in writing and orally
Physical requirements	<ul style="list-style-type: none"> • Be reasonably fit to carry out the duties of the job • Able to carry out some manual handling and lifting • Able to carry out work at high levels using appropriate equipment

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children's Barred List and where applicable Disqualification under the Childcare Act check.



Summary of Terms & Conditions

Start date: ASAP

Contract Type: Full-Time, Permanent

Place of Work: Arethusa Road, Rochester, Kent ME1 2UR

Hours & days of work: 37 Hours Per Week / Monday - Friday / All Year Round

Salary: Trust Salary Scale, Points 06 – 19 (£25,183 - £ 31,067)

Holiday: Entitlement of 26 days annual leave rising to 29 days after five years of service – this, together with bank holidays

Induction Period: This post has a 6-month induction period.

Pension: Membership of the Local Government Pension for support staff

Notice period: One Month

Car insurance: Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



Benefits

Care First

Access to **Care First** Employee Assistance Programme. Care First provides independent and professional employee support services from qualified counsellors and information specialists designed to help you with a wide range of work, family and personal issues.

Benenden Healthcare:

Non-contributory membership of Benenden Healthcare Scheme, which includes immediate family access to 24/7 GP service.

Continuing Professional Development:

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

"It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment"

"The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed".

"I have learned so much during these workshops and I am extremely grateful for them"

"Learning the skills to become an effective leader for when I become a middle leader"

"I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals".

Staff Wellbeing:

Whole Trust approach to well-being.

Pension Scheme:

Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1st April 2024 are as follows:

Annual Salary Rate	Member contribution Rate
Up to £17,600	5.5%
£17,601 to £27,600	5.8%
£27,601 to £44,900	6.5%
£44,901 to £56,800	6.8%
£56,801 to £79,700	8.5%
£79,701 to £112,900	9.9%
£112,901 to £133,100	10.5%
£133,101 to £199,700	11.4%
£199,701 and above	12.5%



Employee Referral Scheme: Up to £500 payable for a new employee referral across the Trust

Family Friendly Policies: The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.

Cycle Scheme: The Trust is a member of the Cycle to Work Scheme.

Car Parking: Free onsite parking (we are in a ULEZ free zone)

Catering: On site catering at affordable prices

Employee Discounts include: 20% discount off membership for Avenue Tennis
Medway Gym & Fitness Centre | Avenue Tennis

Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.

Free annual subscription to Headspace



The Recruitment Process

Closing date: Friday 04th July 2025

Interview date: To be advised

We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.

To apply please complete an application form which can be found on the school's careers page [Our Vacancies](#).

If you wish to discuss the role, please contact the office via email office@warrenwoodprimary.co.uk.

The application form: Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

Right to work in the UK: Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

Safeguarding: Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

CV: We do not wish to see your CV so please do not include it.



Supporting Statement:

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

Additional skills:

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

References:

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

Equal opportunities monitoring:

This will be kept separate from your application and used only for monitoring purposes by the HR department.

Special arrangements:

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

Retention of Personal Information:

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available [here](#)

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

Criminal Convictions:

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.



Advert – Site Manager



Salary:	Trust Salary Scale, Points 06 – 19 (£25,183 - £31,067)
Start date:	ASAP
Hours:	37 Hours Per Week / All Year Round
Location:	Arethusa Road, Rochester, Kent, ME1 2UR
Closing date:	Friday 04 th July 2025 at 09:00am
Interview date:	To be advised

We are seeking to appoint an experienced, reliable, and enthusiastic Site Manager to join our friendly and welcoming school, supporting the management and development of the school site and premises.

The post holder will be an experienced practitioner with significant practical skills. The role is both operational as well as managerial, therefore you will be required to have a 'hands on' approach and lead by example, as you will spend a significant proportion of your time involved in practical site activities.

All visits are warmly welcomed, step beyond, meet the team and the wonderful pupils that make us Warren Wood!

In return, we will offer you:

- An incredibly supportive group of colleagues and leaders
- Comprehensive induction programme with a commitment to CPD
- Care First Employee Assistance Programme
- Non-contributory membership of Benenden Private Health Care Cover
- Membership of the Local Government Pension Scheme
- 26 days annual leave increasing after 5 years of service
- Cycle To Work Scheme

For further details on this role and to apply please complete an application form which can be found on the school's careers page [Our Vacancies | Warren Wood Primary School](#)

For further information and to arrange a school visit, please contact the school office on **01634 401401** or via email office@warrenwoodprimary.co.uk.

We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications

Safeguarding commitment

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

Equality & Inclusivity Statement

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



Our Location

Warren Wood Primary School
Arethusa Road
Rochester
Kent
ME1 2UR

Tel: 01634 401401
Email: office@warrenwoodprimary.co.uk
Website: www.warrenwoodprimary.co.uk
what3words: [pumps.puts.lofts](https://www.what3words.com/pumps.puts.lofts)

