



St. Richard's Catholic Primary School



requires a

Site Manager

37.00 hours per week – All year

To start in September 2020

Salary Scale: KR6 - £20,222 - £22,072 (pay review pending)

- Do you have a belief and determination that you can make a difference?
- Are you a highly motivated, inspiring individual who enjoys working at a fast pace environment where no two days are ever the same?
- Do you enjoy supporting a large team in reaching a common goal?

Due to retirement, we are looking to appoint a new Site Manager. We are looking for a highly skilled, energetic individual who is committed to maintaining high standards to support continuous school improvement whilst embracing our ethos as a faith school.

The role of Site Manager is a varied and exciting role which involves you working with Children, Staff, Parents, Governors and the Wider Community to create a safe, warm and welcoming atmosphere. A sense of humour is essential in this role, along with a commitment and dedication to work within our child centred team. School life is very busy and therefore flexibility is a key asset to hold as you may be asked at times to complete tasks at short notice to meet the ever changing needs of the school.

The role will be a split working day being Monday to Thursday 7.00am to 12.00 noon and 3.00pm to 5.30pm and then on a Friday 7.00am to 12.00 noon and 3.00pm to 5.00pm. This is to support the opening and closing of the school building.

Visits to the school are warmly encouraged to see all the school has to offer; however during the current time we can only facilitate these visits at specific times so please contact Andy Gretton to make an appointment or to ask any questions you may have on 01304 201118 or agretton@st-richards.kent.sch.uk

Closing date for applications: Friday 31st July at 09.00am.

Interviews will take place: Date to be confirmed.

Any offer of employment is subject to our Safeguarding checks, including satisfactory return of an Enhanced Disclosure from the Disclosure and Barring Service, references and a pre-employment health history questionnaire.