

Clore Shalom School
Site Manager – Job Advert



Responsible to: Headteacher
Pay range: £23,893-£25, 119 (depending on experience) plus fringe
Hours: 37.5 hours per week, all year round
hours flexible, to start 7.30 am in term time.

Clore Shalom School is looking for someone who is hardworking, committed, motivated and trustworthy who will take pride in looking after our school and be part of our community.

Our new Site Manager will ensure that the environment is a safe, clean and tidy and secure environment for pupils, staff, families and visitors. They will participate fully in all aspects of the life of the school, maintaining good relationships with all stake holders.

The role will require you to use your initiative, work under pressure and be flexible with a problem solving approach. Suitable applicants will be skilled and experienced in DIY, have good practical skills and general maintenance ability, and able to use their initiative. There will be an element of lifting and carrying in the role.

You will be liaising closely with the Health and Safety Governor and the Office Manager on Health and Safety within the school, ensuring that the school is complying with current legislation/guidelines.

You will be able to prove previous Health & Safety knowledge, have basic computer skills, your own transport and be reliable, competent and trustworthy.

We are a supportive school, so training and support will be given to the right candidate.

We are an equal opportunities employer and welcome applications from all backgrounds and abilities. We are fully committed to the safeguarding agenda and the post will therefore be subject to satisfactory references (prior to interview) and an enhanced DBS check for the successful applicant. Any discrepancies regarding employment history will be followed up at interview. Previous employers will be contacted for verification.

Interviews may take place before the published dates and we reserve the right to appoint to the role prior to this should a strong candidate present themselves.

Closing Date: Monday 26th February
Interview Date: Friday 1st March
Start Date: 25th March 2024

For more information, please click [Teach in Herts](#)