



SITE VACANCIES x 2

1. Site Manager

2. Caretaker

From February 2021

Shefford Lower School is a thriving, friendly, values based school with over 500 children on roll. Our school offers a very well-resourced and vibrant learning environment for both children and staff to develop and achieve their potential.

We have 2 exciting opportunities in our Site team and are looking for candidates who have an eye for detail and who will strive to maintain our site and premises to an exceptional standard. All staff are required to follow our policies and procedures working in line with the ethical framework and values of the school.

We can offer a pleasant working environment with a friendly and professional team of staff. Holidays are 24 days per year, plus bank holidays rising to 31 days after 10 years, to be taken in school holidays.

Both positions are for 30 hours per week but we are open for these to be negotiated for the right candidates.

Site Manager, 30 hours per week, 52 weeks of the year

NJC Level 4D points 15 – 20, FTE £23,541 - £25,991 (£19,083 -£21,069) – 30 hours

Proposed Hours of work 8.30 – 3.00 pm x 2 days and 12.00 pm – 6.00 pm x 3 days

This is an exciting opportunity for a Site Manager to join the school and manage the school premises, health and safety, security and cleaning. Ideally you will have a background in premises management at a similar level of responsibility, although training can be provided. We are looking for a candidate who is a good communicator, professional, well organised, has staff management experience, able to work under pressure, be flexible, able to do minor maintenance repairs and has previous experience of managing health and safety.

Although hours of work are negotiable, we do require there to be adequate cross over with the Caretaker at the beginning and end of the day over the course of a week.

Caretaker, 30 hours per week, 52 weeks of the year
NJC Level 2D, points 4 - 6, FTE £18,933 - £19,698 (£15,351 - £15,971)
Hours of work: 6.30 am – 9.30 am and 3.15 pm – 6.15 pm

The main purpose of the role will be to provide efficient services and processes that allow the whole school to operate in clean, safe and healthy environment. Key tasks will include cleaning and supervising cleaning staff, security of premises, assisting in general maintenance, health and safety checks tests and recording keeping, and portorage across the site. Experience of working in a similar environment is desirable.

Interested applicants should complete an application form which is available on the school's website: www.sheffordlowerschool.co.uk

Closing Date: 9.am on Friday, 11th December 2020

Interviews: Week commencing 14th December 2020

We operate within a framework for ethical leadership as a pathway school. Staff will be expected to embrace these principles.

Shefford Lower School is committed to safeguarding children and all appointments are subject to enhanced Disclosure & Barring Service check.