

ST WULSTAN'S
CATHOLIC PRIMARY SCHOOL



ST WULSTAN'S CATHOLIC PRIMARY SCHOOL
A member of *St Nicholas Owen Catholic Multi Academy Company*
Elmfield Walk, Stourport-on-Severn, Worcestershire DY13 8TX

Telephone: 01299 877808

Email: secretary@wulsev.worcs.sch.uk

Website: www.stwulstansprimary.org

Current number on roll: 186

Saint Nicholas Owen
Catholic Multi-Academy Company



Site Manager

For January 2019

£17,681 - £18,672 - pro rata

Grade 3 SCP 14 – 17

15 hours per week

The Academy Committee are seeking to appoint a highly enthusiastic Site Manager .

Our school has been judged as 'Good' by both Ofsted (September 2017) and the DES (January 2014), however, the Academy Committee are ambitious that we should be considered as an 'Outstanding Catholic' school in the near future.

We can offer:

- exceptionally well behaved children who enjoy their school and are motivated to learn;
- dedicated staff who are hardworking and passionate towards their roles and responsibilities;
- supportive academy representatives and parents;
- a commitment to your continuing professional development and career progression;
- strong, supportive links with our SNOMAC partner schools and the Church community.

The successful candidate will:

Under the direction of the School Business Manager, the Site Manager will be responsible for the day-to-day efficient and effective management of the site and related functions. This will involve:

- Contributing to the overall/ethos/work/aims of the school.
- Being accountable for the general maintenance and upkeep of the school and buildings, managing building/repair works in liaison with the School Business Manager and the Premises Health & Safety Committee of the Academy Committee, keeping appropriate logs, records and reports.
- Taking responsibility for the security of the school at the start and the end of the school day.
- Taking a key role in Health and Safety.
- Ensuring organisational procedures and legal requirements are adhered to in relation to discrimination legislation and equal opportunities and that all people are treated in a way that respects their abilities, background, values, customs and beliefs.

Applicants should use the **CES Application Form** and include a letter of application outlining what they can offer the school. This form can be downloaded from the website www.stwulstansprimary.org and should be submitted electronically.

St Wulstan's Primary School is a member of St Nicholas Owen Catholic Multi Academy Company, which includes five primary and one secondary school. The company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Disclosure and Barring Service check.

Visits to the school can be arranged with Sue Purcell (Secretary) by telephone 01299 877808 or email: secretary@wulsev.worcs.sch.uk.

Application forms are to be submitted by midday on Monday 10 December 2018.