

Assistant Site Manager Vacancy

Hours: 36 Hours per week 52 weeks per year a permanent, full-time contract.

10.00 am – 6.00 pm with some flexibility

Grade: G6

Salary: £31,653 - £33,324

Start Date: June 2024

Would you like a fulfilling job in our amazing school? Would you like to be part of the team keeping our environment safe, organised, compliant and welcoming?

Due to retirement, we are looking for an Assistant Site Manager. We wish to appoint an efficient and enthusiastic Assistant Site Manager. The role includes carrying out compliance checks, security and general management of school premises across our friendly 3 form entry primary school in Pinner. We are looking for someone who will fit in with our school values and get involved in the wider life of the school.

JOB OVERVIEW:

We are looking for someone who:

- Is physically fit
- Understands basic health and safety requirements.
- Has the ability to build and maintain effective working relationships
- Has DIY skills to undertake day-to-day repairs and maintenance of the building.
- Has knowledge and understanding of health and safety procedures
- Can undertake minor repairs to fixtures and fittings
- Is reliable, a good problem solver and able to work on their own initiative.
- Committed to embedding our values across the school which are: Choose Kind, Enjoy Learning, Dream Big, Step Up, Heart of Our Community and Strength through Positivity
- Experience of working in a school environment would be an advantage but is not essential.

WHY CHOOSE US

This is an exciting time to join our thriving primary school which has recently retained our outstanding OFSTED status, and committed to ensuring our students have safe, secure, innovative and inspirational learning environments.

As an Assistant Site Manager, you can expect to work alongside highly skilled team of hardworking colleagues and in a school with excellent facilities which are well maintained.

We can offer:

- A caring school
- Well-resourced school
- A supportive and friendly staff team
- Lots of opportunities for training and developing your career
- A commitment to supporting staff well-being

Pinner Wood School is committed to providing equality of opportunity and safeguarding, promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to complete an enhanced DBS check application form and if shortlisted complete a confidential self-disclosure form.

Apply online only

For further information, please download the application pack from the school website: [Recruitment - PWS \(pinnerwood.harrow.sch.uk\)](https://pinnerwood.harrow.sch.uk/Recruitment)

Visits are warmly welcomed and encouraged. Please contact the school to make an appointment with Miss Sarah Marriott, the Headteacher.

Closing date: Friday 3rd May at 9am

Shortlisting: Friday 3rd May

Interviews: W.B 6th May 2024

Please submit your application to: recruitment@pinnerwood.co.uk