



BISHOP VAUGHAN
CATHOLIC SCHOOL

1200 on roll
11 to 18, boys and girls

Full time Site Manager Grade 6

Governors of this successful Catholic 11-18 comprehensive school are looking to appoint a well-organised and suitably qualified site manager. The Site Manager plays a key role in school where you will work closely with the other site staff, the School Business Manager and Head Teacher to manage the security of the buildings, and will also take a proactive role in the maintenance and management of the school site.

This is a permanent, full-time role, where you will work a basic 37 hours per week on an alternating shift pattern. You will be responsible for the compliance of legal regulations, operation for fire and burglar alarms, and semi-skilled “maintenance duties” and other duties arising from the use of the premises. You will also liaise with contractors and external agencies regarding the completion of both planned and reactive maintenance and line manage a small team of site staff.

Having a D1 or equivalent on your driving licence in order to drive the school 16-seater minibus is desirable but not essential.

Our school is a strong and vibrant community where staff and pupils are valued.

The school is committed to the safeguarding and welfare of students and staff. As part of our commitment to safeguarding and promoting the welfare of children you will be required to undertake a criminal record check via the Disclosure & Barring Service (DBS) and the school will carry out reference checks.

Governors welcome applications from all suitably qualified candidates.

Further details and application forms are available on <https://www.eteach.com/>

The closing date for applications is **midnight on Monday 28th October 2024**. With interview dates **W/C 4th November 2024**.