

The Viridis Federation of Orchard, Southwold & Hoxton Garden Primary Schools,
Hackney, London

We are looking for:

Assistant Site Manager

Salary (Scale 4, Point 07 - 10)

Salary Range £24,279.00.00 – £ 25,614.00.

Hours of work – 36 Hours per Week, 52 Weeks per annum

Do you want to join a dynamic team who are determined to make a difference? We are seeking an experienced highly motivated Assistant Site Manager to take care of our lovely Victorian buildings.

The Assistant Site Manager will be employed by the Federation and will be based across our school sites

We need someone who has:

- Experience of general building and site maintenance
- Experience of grounds maintenance
- Experience of record keeping for statutory testing and health and safety
- To be prepared to carry out routine decorating works
- To be flexible and liaise with school staff
- Approachable with ability to quickly build a rapport with a diverse range of individuals

We offer:

- Successful, well-resourced community school settings
- A genuine opportunity to make a difference
- Professional development and an opportunity to make a difference
- A great team of staff and a three-school community who deserve the very best
- Guidance and support and a friendly, professional and committed team to work alongside
- An interesting and varied role which is crucial to the well-being of children in our school

Visits are warmly welcomed and encouraged. Please contact Beverley Shore to arrange an appointment, or informal discussion on **020 8806 5201**. Alternatively, to request an application form and job description email us on recruitment@vs.hackney.sch.uk

Closing Date: Wednesday 29th October 2020 @ 12 noon

Interviews week beginning: 2nd November 2020

www.southwold.hackney.sch.uk/ www.orchard.hackney.sch.uk/ www.hoxtongarden.hackney.sch.uk

Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age. Successful candidates will be asked to apply for an Enhanced Disclosure from the DBS Bureau. Further information about the disclosure can be found at www.dbs.gov.uk