



The Clere School

Site Manager

Full Time

52 weeks per annum

Grade D

**Salary Range: £25,628 to £28,326 per annum
depending on experience**

We are looking for an enthusiastic and motivated person who is proactive and hard working to lead the Site Team. The successful candidate will take personal pride in the appearance of the school site both inside and outside. The position is for 5 days a week, 52 weeks a year (with 24 days of annual leave rising to 27 days after 5 years' service). The site team work two different shifts which will be discussed at interview.

The Site Manager will be a core part of The Clere staff team, responsible for keeping our site tidy, safe and secure. We are a rural secondary school set in beautiful grounds. This is a highly rewarding job and you will be working alongside committed staff and governors.

The successful candidate will:

- have experience of health and safety protocols and compliance;
- be a problem-solver with strong practical DIY skills;
- be proficient with IT; emails, Microsoft 365 programmes, etc.
- be creative, open-minded and adaptable;
- be able to work as part of a team;
- have a good sense of humour.

Closing date: 5pm on Thursday 18 April 2024. Applications will be considered as they are received with interviews taking place as soon as possible. Application forms available on our website www.clere.school and should be returned electronically to recruitment@clere.school

The Clere School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Criminal Records Bureau checks, along with other relevant employment checks.

The Clere School is an equal opportunities employer and no candidate will be disadvantaged because of race, gender, sexuality, disability or any other protected characteristic. All shortlisting exercises are completed by evaluating a candidate's suitability in terms of the person specification and job description for the role in question.