

Job Advert

Suffolks Primary School
Brick Lane
Enfield
Middlesex
EN1 3PU
020 8804 1534
Headteacher: Andrea Cassius



ASSISTANT SITE MANAGER (non residential)

2 options are available, please state a preferred option on your application form. Shifts are flexible should the need arise

Suffolks Primary School is a “good” school where we aim to provide the very best opportunities for every child. We seek to appoint 2 part-time, hard-working, honest, dependable, self-motivated people to act as Assistant Site Managers as soon as possible.

Job title:	Assistant Site Manager (Part Time)
Site opening hours:	6:45 am – 12:45 pm (Option 1) OR 12 pm to 6 pm (Option 2)
Hours:	30 hrs per week - 52 weeks per year
Annual leave:	Pro rata (to be taken during term time. 5 days max during holiday)
Salary:	Pro rata (scale 5 point 12)
Responsible to:	Head Teacher/ Assistant School Business Manager

The ideal candidate will:

- have proven skills for the post and be well-organized, ideally in a school environment
- recognise Health and Safety matters
- have a good work ethic and the commitment to maintaining high standards
- be enthusiastic and have a ‘Can Do’ attitude,
- have excellent interpersonal skills and be very flexible
- have a professional and respectful attitude to all staff and visitors
- be able to carry out repairs, maintenance, and decorating
- have proven skills in working/liasing with contractors
- be proactive and able to implement the school’s Premises Development Plan

The post holder will:

- have cleaning responsibilities in order to set standards
- carry out internal and external Health and Safety checks and maintain appropriate documentation and records for the health and maintenance of the site
- be responsible for the security and key holder duties
- be responsible for the unlocking and/or locking of the school premises on daily basis.
- required to carry out portorage duties
- hold a clean driving license and have your own transport

We can offer you:

- a supportive and inspirational staff team
- opportunities to develop strengths and try something new
- a family first ethos
- children that will amaze you and make you laugh
- Private Health Care Plan

We are very proud of our school and would recommend a visit. Please arrange this by calling the office and speaking to Saira Patel (or emailing spatel@suffolks.enfield.sch.uk).

All completed applications must be returned via the Enfield Council Jobs Portal

Closing Date for applications: Thursday 20th April 2023
Interviews to be held: w/c 24th April 2023

Suffolks Primary School is committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment. Any offer of employment is subject to a satisfactory enhanced DBS check