



Site Manager Position at St Mary's Catholic Primary School

Post: Site Manager

Location: St Mary's Catholic Primary, East Row, W10 5AW (Kensington and Chelsea)

Salary: £33,291 to £34,275, depending on experience; Pro Rata £30,026 to £30,913

Hours: Monday to Friday, term time only plus INSET days (39 weeks) p.a. plus additional 1.5 weeks during the summer with possible overtime. 36 hours a week - Monday to Thursday 7.45am to 11.00am and 2.00pm to 6.00pm; Friday 7.45am to 10.45am and 2.00pm to 6.00pm – split shift. However, there is flexibility around this.

Contract type: Initially fixed term contract to 31st August 2025, possibly leading to permanent contract

Start Date: Spring 2025

St. Mary's is a vibrant school with a thriving multicultural Catholic community. With an innovative and ambitious leadership team, the site manager role offers the applicant the opportunity to join an enthusiastic school committed to maintaining high standards and sustainable improvements.

The Governors are seeking to appoint a Site Manager from January 2025, who will be responsible for the following:

- Effectively managing the maintenance of the school buildings and environment
- Taking responsibility for health and safety issues on the site
- Delegating tasks as appropriate to other site staff and external contractors
- Monitoring the day-to-day maintenance, repair and cleaning of the school
- Advising on redecoration and refurbishment
- Ordering and supervising repairs, and acting as project manager for small maintenance contracts and improvement schemes
- Developing appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair
- Any other tasks as required.

Visits to the school are most welcome by prior arrangement; please contact

Ms Hania Koumi on **0208 969 0321** or [via email: hania.koumi@st-marys.rbkc.sch.uk](mailto:hania.koumi@st-marys.rbkc.sch.uk).

Application packs are also available from the school office or on-line at <http://www.catholiceducation.org.uk/recruitment-process/item/100042-model-application-forms>

We are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education Legislation.

Closing date & Shortlisting: Friday 31st January 2025 (midday)

Interviews: Friday 7th February 2025