



October 2018

Dear Candidate

Thank you for your interest in the Site Manager post being advertised at SELEfirst. The successful candidate will take up post as soon as possible subject to satisfactory references and clearances. This is a permanent, residential post.

We are looking for a highly experienced, enthusiastic, multi-skilled and dedicated person to take on this extremely important role within the school.

The successful candidate must be able to evidence extensive knowledge of general and reactive maintenance, health and safety and routine statutory checks and must have budget and managerial experience as the role involves ordering and managing stock and line managing a team of cleaning staff. The successful candidate will manage all property related budgets, preparing schedules of repairs and advising on property related health and safety issues.

Working a split shift you will be a key holder, ensuring the security of the buildings and contents, health and safety monitoring and will be expected to deliver the full range of caretaking, maintenance and general repairs, supervisory duties, cleaning duties and completing the relevant paperwork, as set out in the job description.

This is a varied and interesting role and you must be able to work effectively as part of a team, be friendly, approachable, and conscientious and have the ability to readily adapt to differing priorities and work well under pressure.

Previous experience in general maintenance and health and safety regulations is essential, ideally in a school setting.

The successful candidate will work 37 hours per week; from 7.30am – 10.00am (9.30am on a Friday) and again from 1.00 – 6.00pm. Hours in holiday times will be 8.00am – 4.00pm with an hour for lunch.

All staff benefit from a full and detailed programme of training. Continuing personal and professional development is high on our agenda. Parents, staff and governors work together in the spirit of partnership to benefit and support all our children. We strive to provide high quality provision. Our school is a National Support School and a National Teaching School.

If you wish to apply for this post please complete an application form; leave the personal statement section of the form blank and submit a separate covering letter stating areas of interest and expertise, and addressing the relevant points in the person specification. Your name should be written on the bottom of each separate sheet included. CVs are not acceptable, as all the statutory information must go on the application form.

Please note: Candidates should read the attached person specification and job description very carefully. Shortlisting is based on relevant points in the job description and criteria set out in the person specification.

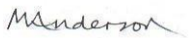
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SELE *first* takes the Safeguarding of children seriously. If you are successful at interview, you will be required to obtain an 'Enhanced Disclosure' from the Disclosure Barring Service before we can proceed with the appointment. This is achieved by meeting with the Head Teacher at a pre-arranged time and filling in a disclosure form. The purpose of the meeting is also to discuss any convictions, spent or otherwise, that may come up. Forms are then forwarded to the DBS. Any information received will be dealt with in the strictest confidence and any assessment made will be on an individual basis. In addition thorough identity checks will be carried out including checks of all qualifications declared. **The closing date for applications is 12.00pm on Friday 16 November 2018.** Applications should be addressed and returned to:

Maggie Anderson OBE
Head Teacher
SELE *first* School
Hexham, Northumberland
NE46 3QZ

I look forward to hearing from you.

Yours sincerely



Maggie Anderson OBE
Head Teacher
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