



Leighton Primary School  
Orton Malborne  
Peterborough  
PE2 5PL

<b>HEADTEACHER</b>	MRS EMMA WARD
<b>CONTACT INFORMATION</b>	01733 232949 cneville@leightonprimary.net
<b>POSITION</b>	SITE MANAGER/ CARETAKER PERMANENT FULL TIME POSITION
<b>SALARY</b>	Grade 7 - £22,183
<b>HOURS</b> <b>Opening Hours 6:30am</b> <b>School Closure 5:30pm</b>	37 hours per week full time. Working pattern is negotiable but must cover the opening and closing of the site (Actual hours worked during school closure period to be negotiated with the Headteacher and School Business Manager depending on school needs).
<b>REQUIRED START DATE</b>	ASAP

Are you an experienced caretaker looking for an additional challenge? Are you self motivated and have a talent for DIY and general maintenance? Leighton Primary School is looking to appoint an experienced, skilled and flexible Site Manager who can support school leaders to maintain the premises and ensure the school is compliant with the Health and Safety regulations for schools.

The successful candidate will have:

- experience of caretaking duties in school
- experience of health and safety duties and responsibilities in a school
- an ability to carry out general 'handyman tasks' around the site
- experience prioritising and troubleshooting
- the ability to work effectively as part of team
- competency using online systems and programmes
- an effective communicator and have a sense of humour

We can offer you:

- A comprehensive programme of induction and professional development to ensure you are fully supported including access to a suite of online training.
- A friendly, fun and dedicated staff team committed to keep the children and staff safe, secure and happy whilst at school.
- A welcoming school with fabulous children that reflect the cultural diversity of our city.

*Leighton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.*

- An attractive well-presented environment.

Our key purpose is to seek **excellence** in everything we do and ensure that all children experience **enjoyment** in their learning. We aim to achieve this through:

- Our partnerships and relationships
- Activities, experiences and approaches
- Our environment and resources
- Attitudes and aspirations

We encourage COVID-19 safe visits to Leighton prior to the interview. We are happy to answer any questions or discuss opportunities further. Please do not hesitate to contact us for details and an application form.

Closing date for applications: **Friday 4th June 2021**

Interview date: **Monday 14th June 2021**

Leighton is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This post is subject to an enhanced DBS clearance and 2 positive professional references.

Please see our website for further details about our school. [www.leightonprimaryschool.co.uk](http://www.leightonprimaryschool.co.uk)

All applications must be supported by a school application form and a letter of application. We will contact you by email if you have been successful in obtaining an interview.

Please contact Charlotte Neville (PA to the Headteacher/HR Manager) to find out more information.

[cneville@leightonprimary.net](mailto:cneville@leightonprimary.net)

For further information about our school and to download an application pack please visit our website: [www.leightonprimaryschool.co.uk](http://www.leightonprimaryschool.co.uk)