



Queens' Federation

Queen Edith
Primary School

Godwin Way Cambridge CB1 8QP

T: 01223 712200

E: office@queenedith.cambs.sch.uk
www.queenedithschool.org.uk

Executive Headteacher:
Mrs C M Peet M.A.

- POST:** **RESIDENTIAL SITE MANAGER, Queen Edith Primary School**
- HOURS:** **FULL-TIME** (*37 hours per week, 52 weeks per year*)
- SALARY:** **Scale 3 Point 14 to 17** (£16,781 to £17,772 per annum) depending on experience.
Additional over-time expectations of approximately £4,000 to £8,000 per annum for support of regular out of hours lettings.

The Governing Body of the Queens' Federation are seeking to appoint a residential site manager for our thriving city primary School, Queen Edith. The successful candidate will play a crucial role in the smooth running of the school and support our extended school provision. There is a 3 bedroomed house available for the Site Manager to rent adjacent to the school at a current rent of £87.70 per month.

The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment in every aspect of their work. Any offer of employment is subject to satisfactory pre-employment clearances including the right to work in the UK, ISA registration, Disclosure and Barring Service, medical checks and two satisfactory references.

Visits to the school are encouraged. Please telephone our Business Manager, Penny Hill, for an appointment on (01223) 714313. For applicants who are called for interview, there will be an opportunity to look round the school during the day.

Please contact the school office for an application pack on (01223) 712200, or email office@queenedith.cambs.sch.uk.

The closing date for applications is **Thursday 19th April 2018, at 4.00 p.m.**