



Part Time School Site Manager

Location: Queens' Federation based at Queen Emma Primary School, Gunhild Way, Cambridge, CB1 8QY and Queen Edith Primary School Godwin Way CB1 8QP.

Working Hours: 15 hours a week.

Monday to Friday: 3 Hours a day working; 07.00 – 10.00.am Or 06.30 – 09.30am.

FTE Salary: Salary: NJC Grade 3 Point 6 - £26.847 FTW (£13.91 per hour).

Contract: Permanent, 52 weeks a year with 24 days paid annual leave plus bank holidays.

Additional hours may be available throughout the year.

Responsible to: Federation Business Manager.

Further information on this job can be found on the school website where you will find a link to the application form. CV's are not accepted. [Queens Federation - Vacancies](#)

Required to start: ASAP.

Closing Date for applications: Applications, received via our school website, will be reviewed when received and you will be contacted if you are invited to come for an interview. CV's are not accepted.

Brief description of the job.

We are looking for a reliable and enthusiastic School Caretaker & Lettings Assistant to help maintain our school premises to a high standard. You will be responsible for the general upkeep of our site by undertaking maintenance, basic repairs, decorating, cleaning and site security to ensure the school remains safe, clean and welcoming for pupils, staff and visitors.

The successful candidate will have good practical DIY skills, be able to work independently and as part of a team and have a good understanding of health and safety. Previous experience in a school environment is not essential. A commitment to safeguarding and promoting the welfare of children is essential.

Skills required for this job.

- Good at proactive practical maintenance and DIY skills
- Able to carry out basic repairs, decorating and general site maintenance
- Understanding of the importance of health and safety within a school environment
- Organised and able to manage a varied workload effectively
- A good communicator with effective interpersonal skills
- Committed to keeping our school safe, clean and welcoming for children, staff and visitors
- Reliable, trustworthy and able to work independently using their own initiative
- Able to work well leading a small cleaning team
- Ability to build positive relationships with staff, pupils and parents
- Flexible and willing to respond to the day-to-day needs of the school

- Committed to safeguarding and promoting the welfare of children
- Able to undertake relevant training and development opportunities

We offer

- A nurturing environment where the children, staff, governors and wider community model our values.
- A talented, dedicated and enthusiastic staff committed to our continuing success
- Supportive governors and parents
- Access to IT
- Kind, caring and well-behaved pupils who are proud of their school and their achievements
- A positive and creative working environment
- Access to wellbeing services

For further information please contact the Federation Business Manager. Visits to the school are warmly welcomed and positively encouraged giving you the opportunity to meet our children and staff to see for yourself the positive and happy environment you will be working in.

Please contact the federation Business Manger by email on finance@queensfederation.cambs.sch.uk to arrange this.