**Ursula Taylor Church of England Primary School**

High Street, Clapham,

Bedford, MK41 6EG

01234 359128 / 326251

office@ursulataylor.bedssch.co.uk

**Headteacher: Mrs Victoria Morrall**

January 7th 2019

Dear applicant,

Thank you for your interest in our post of Site Manager at Ursula Taylor Church of England School. I hope you find that this pack has all the information that you require, if there is anything else which you would find of use, please do not hesitate to contact Miss Daley or Mrs Mulholland in our school office.

We are seeking to appoint a Site Manager who can demonstrate a variety of skills to enhance and improve our school environment. The role itself is for 37 hours week (Full Time) We require the school to be unlocked at 7am and locked at 6pm, and the Site Team to be managed both in the morning and from 4pm onwards. The remaining hours are somewhat flexible to allow for negotiation and will be agreed with the successful candidate upon appointment.

The contract is for a permanent role, operating on a 52 weeks of the year basis – this means that the Site Manager will have an allocated annual leave allowance, to be agreed with the School Business Manager. Regrettably, holiday cannot be taken during term time.

The salary for this role is: Level 3B Point 18 – 21 which is £18,870 - £20,541. (An increased salary rate may be possible for an exceptional candidate and will be at the discretion of the appointing panel)

Attached is a copy of the Job Description and also a Person specification, which details our requirements for the post. Applications must be made by completing the application form and the Person Specification / Job Description must be referred to when writing the personal statement to evidence your suitability for the post.

Please note that CVs will not be accepted.

We highly recommend and warmly welcome visits to our school, both to get an understanding of our site and also to discuss the post available. To arrange an appointment, please telephone the school office.

The closing date for applications is 5pm on the 28th January 2019 and interviews will be held on the 1st February 2019. The start date is flexible, to accommodate any required notice period. Ideally we would like someone to start as soon after 1st February as possible.

If you have questions, please do not hesitate to contact our school office on 01234 359128 or email office@ursulataylor.bedssch.co.uk

Many thanks and kind regards

*VJ Morrall*

Mrs Victoria Morrall

Headteacher

Ursula Taylor C of E School