



Assistant Site Manager

*Community Inclusive Trust: The Priory, Garth and John Fielding (Boston) Special Schools:
Neville Avenue, Spalding, Lincolnshire, PE11 2EH*

Salary: G4 £18,067 - £19,484

Contract: 37 hours per week. 52 weeks per year

Required as soon as possible. We are seeking to appoint an experienced and self-motivated professional to support our Site Manager in the day to day operational running of our three school sites, two based in Spalding and the other in Boston. All three schools are part of the rapidly expanding Community Inclusive Academies Trust.

The ideal candidate will demonstrate excellent communication and organisation skills, including the ability to prioritise their own workload. A skilled trade back ground would be an advantage, though not essential. Good computer skills are desirable. The successful applicant will work to support the school within all areas of maintenance, cleanliness, health and safety and security, providing a caretaking role where required on any given day. The role will also require you to drive our minibuses and moving items between sites, therefore a full driving license is a requirement. In the absence of the site manager you will take responsibility for the management of the security of the school sites and day to day maintenance tasks to ensure a safe and high quality environment for the school staff and pupils. The post will require you to work flexibly including some evenings and early mornings on occasions.

To apply, please download an application pack from the following website address:
www.spaldingspecialschools.co.uk or email jobs@priory.lincs.sch.uk

Please note that CVs will not be accepted.

We welcome pre-application visits to meet with our Site Manager. Please contact the school office for an appointment on 01775 724080.

Closing date for applications: Noon Monday 29th January 2018

Interviews will be held week commencing 5th February 2018