



<b>Job Title:</b>	Site Supervisor
<b>Start date:</b>	Mid-March (can be negotiated)
<b>Hours:</b>	22.5 hours per week minimum (7.30am – 9am and 3pm- 6pm) Additional hours available for evening and weekend lettings
<b>Salary:</b>	Bucks Pay Range 2.13 – 2.15 (£20,276 - £21,008 pro rata)

### Role Summary:

George Grenville Academy wishes to appoint a highly enthusiastic, flexible and hard working site manager to work in our friendly one-form entry school in the heart of Buckingham town centre.

This is a 'hands on' role which will cover the areas of security, health and safety, premises repairs, maintenance and improvement, operation of plant and equipment, movement of fixtures and fittings, site and grounds maintenance, lettings and school events, including those taking part during evenings and weekends.

### The duties include:

- Repairs and maintenance across the site
- Grounds maintenance
- Managing our friendly team of cleaners to keep the school's premises clean and safe
- Facilitating after-school lettings
- Security of site and premises, including locking up at the end of the evening

### What we can offer you:

- A small, supportive and friendly work environment
- Up and coming opportunities across the Trust
- Training opportunities and a commitment to develop staff to ensure they achieve their professional aspirations

### How to Apply:

Visits warmly welcomed

Contact the school office by email to request a job description and application form [recruitment@georgegrenville.co.uk](mailto:recruitment@georgegrenville.co.uk) , or phone 01280 813273

**Closing date:** Friday 8<sup>th</sup> February 2019

**Interview Date:** Thursday 14<sup>th</sup> February 2019

*George Grenville Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be subject to pre-employment checks including: an enhanced DBS check, references and the right to work in the UK.*

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