



Post Title:	Site Manager
School:	Hope Community School, Rectory Lane, Sidcup DA14 5BU
Status:	Permanent
Hours/weeks:	20 hours per week/ 52weeks per year
Grade:	BEX06 (£22,995 FTE)
Post start date:	Date to be decided
Closing date for applications:	9.00am on Monday 24th May 2021

Hope Community School is a small one form entry Community School with a child-centred, family-focused and community-orientated approach to education underpinned by Christian values.

New Generation Schools Trust opened Hope Community School in September 2013, a Free School set up with the full support of the Government in response to local needs and to improve education for children within their community.

Through a Christian ethos and strategically planned personalised curriculum delivered in partnership with other outstanding education partners, the school provides an excellent education experience for children and families.

We are looking for a highly capable and flexible Site Manager to join our happy and committed team. This is an important role at school responsible for health and safety of the premises, site security, maintenance of the building and grounds and other essential day to day tasks related to the running of the school premises.

The job is advertised on a 'split shift' basis with a requirement to be on site early morning to open the school and at the end of the day to lock up, however, there will be some flexibility surrounding these hours. We are happy to discuss this with applicants at interview stage.

Visits to the school are welcomed and can be arranged by contacting the School Office on 020 3223 2000.

To apply for this vacancy complete the attached application form and email it to caroline.collins@hopecommunityschool.org or a paper copy may be sent to the school for the attention of the School Business Manager.

References will be requested for those short listed only and prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

This post is considered to be customer-facing position; as such it falls within the scope of the Code of Practice on English language requirement for public sector workers. The School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

The school is committed to equality and diversity in employment practice and service delivery. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school.