

Monday 28th March 2022

Application for Site Manager – Grade 8
37 Hours per week for 52 weeks a year (plus possible lettings/ overtime)

Dear Applicant,

Thank you for your interest in the post of Site Manager at Kirby Muxloe Primary School. This is a fantastic opportunity for an experienced, efficient and knowledgeable person to join a vibrant and friendly team.

The Site Manager is an essential member of the school staff, responsible for all aspects of the school site, including taking a lead role on health and safety matters, managing our school pool, repairs and maintenance and the line management of Premises Staff.

We can offer:

- An attractive working environment
- Dedicated, friendly and supportive staff team
- Parents and governors who support the work of the school
- Wonderful children
- Professional development opportunities.

Kirby Muxloe Primary School converted to academy status in 2013 as a stand alone academy. We were recently rated by OFSTED as a 'good school' and continually aspire to provide an excellent and exciting educational experience for children in the local community of Kirby Muxloe.

If you feel that you could meet all essential aspects of the job description and person specification and have the ambition, energy and qualities needed, please apply **via the admin email address above or the eteach website** by 10:00 AM on **Wednesday 6th April 2022**. You must complete our application form and send it to us with a letter of application (no more than 2 sides of A4).

In your letter, please outline your experiences and how you feel you could apply them to meet the key elements of the person specification and job description. The enclosed job description and person specification provide more details about this role. If shortlisted, you will be contacted later that day and invited to interview on **Friday 8th April**. If you are not available that day, please still apply but note this in your application letter in case we are able to accommodate. The starting date will be as soon as possible.

Kirby Muxloe Primary School is committed to safeguarding and promoting the welfare of our pupils and expects all employees and volunteers to share this commitment. This post is subject to 2 satisfactory references, a medical health check, signing our ICT staff user policy and Enhanced DBS Disclosure.

Thank you again for your interest in the post and I look forward to receiving your application.

Yours Faithfully



Elliot Howles – Headteacher