



**LAMPTON SCHOOL
LAMPTON AVENUE
HOUNSLOW
MIDDX TW3 4EP
Tel: 020 8572 1936
Fax: 020 8538 4702
Headteacher: Stephen Davis**

A National Teaching School

N.O.R. 1532 (335 in Sixth Form)

Required: As Soon As Possible

Residential Site Manager 36 hours per week, all year round, split shift Salary: £27,228 - £28,215 per annum

The Academy Trust require a motivated, organised and experienced Site Manager with excellent communication skills to fully undertake, lead and manage all premises issues to ensure our school site is maintained to a high standard at all times.

The successful candidate will have excellent up to date knowledge of health and safety procedures. They will assist the Operations Manager in taking responsibility for the management of the school buildings and grounds as well as working with the site team with day to day maintenance and practical caretaking tasks. The successful candidate will also help to ensure that the school complies with all aspects of health and safety policy and procedures, so that pupils are able to learn in a safe, secure and high quality learning environment.

Duties will include:

- The security of the school site
- Being the primary keyholder for the school site
- Responding to emergencies and call outs
- Ensuring that the school complies with Health and Safety regulations
- Ensuring that routine maintenance is undertaken
- Supervision of the school cleaning team
- Undertaking routine repair and maintenance tasks, including working at heights
- Liaising with contractors and assisting with the management of site projects
- Undertaking minor construction projects
- Operation of machinery to include grounds maintenance and access equipment
- Driving School of minibus/vehicles

You must possess good literacy and numeracy skills in order to communicate with people of all levels, as well as the ability to use ICT to support the work undertaken.



There is tied accommodation on site and full-time residential occupancy is compulsory. An occupancy charge is payable at £295 per month, which will be deducted from the monthly salary payment.

Lampton School actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to an enhanced DBS disclosure.

You can access our school website for further information and an application form:
www.lampton.org.uk

Completed applications to be sent to Rina Sehgal or emailed to: rsehgal@lampton.org.uk

Please note that C.Vs will not be accepted - you must complete our Application Form to be considered for this post.

Visits to the school can be arranged if requested.

Closing date for application: **14th June 2019**

Interviews will take place W/C **17th June 2019**