



Everybody Excelling, Every Day. No Excuses!

Assistant Site Manager

November 2018

Job details

Job title: Assistant Site Manager

Directorate: Randal Cremer Primary

Reporting to: Premises Manager

Grade: Scale 4 (19-22) Part Time – 6am-9.30am during Term Time,
9am – 12.30pm Holidays. (£22,857 to £24,081 pro rata)
27 days paid holiday per annum.

Closing Date for Applications: Mid-day Monday 26th November 2018
Do you think children in Hackney deserve a high quality education?
Would you like to support this by ensuring the learning environment is of a high standard?

If so, this is the job for you.

We are looking for a part-time Assistant Site Manager to assist the School Keeper with maintaining the school environment to the highest standard possible.

Duties include:

- Sweeping the playgrounds daily
- Emptying bins and restocking tissue
- Carrying out routine Health and Safety Checks
- Delivering stock
- Performing maintenance and repairs when needed
- Opening the school for staff and our community.

For a full job description please see attached.

Completed application forms should be sent to admin@randalcremer.hackney.sch.uk

Randal Cremer is an equal opportunities employer.

Safeguarding is central to all that we do and expects all staff to share this commitment. This post is subject to an enhanced DBS check and satisfactory references.

To arrange a tour of the school or if you would like any further information, please contact htran@randalcremer.hackney.sch.uk or phone Joey Tran on 02077398162.