



GRAVESEND GRAMMAR SCHOOL

Site Manager

FULL TIME: 37 HOURS PER WEEK, 52 WEEKS PER YEAR

Salary range: TDET Range 8-9, Negotiable depending on experience, skills and qualifications

We are seeking to appoint a committed and motivational leader to the post of Site Manager at Gravesend Grammar School. This is an opportunity for an experienced or aspiring colleague to join the school at an exciting point in the site development, with two new buildings and continued improvement in the site and grounds.

Gravesend Grammar School is situated within 19 acres, with 5 buildings and extensive sports facilities, we are a busy site operating over 7 days a week.

Our ideal candidate will have the ability to lead and work with a strong existing team. They will ensure the school site, buildings and furnishings are safe, secure, cleaned and maintained to standards defined by legal requirements, Health and Safety regulations and the School management. They will have experience of leading a team, an understanding of health and safety and manual handling, and will have competent IT skills. They will need to have a pleasant, courteous manner, with the ability to work in often reactive situations to meet the needs of the School.

There is a practical element to this role, where experience of carrying out simple repairs, maintenance and decorating are required. Experience or skills within the building trade or similar is desirable.

We offer:

- Friendly, hardworking and supportive staff
- Excellent CPD opportunities
- Supportive Line Management
- A commitment to wellbeing

Closing date: 6th October, 2023

Application forms can be downloaded from the school website [Gravesend Grammar School](https://www.gravesendgrammar.com). If you wish to discuss the post in more detail please call 01474 331893 and ask to speak to Samantha Hudson, School Business Manager.

We will not accept CVs. Completed application forms must be e-mailed to Lisa Walsh, HR at walshl@decustrust.com by 12 noon on the closing date.

GGs, an academy in the The Decus Educational Trust (TDET), is committed to safeguarding and promoting the welfare of children, and all staff and volunteers are expected to follow its policies and share in its commitment.

This post is subject to pre-employment checks, including an Enhanced Disclosure and Barring Service check, reference checks and proof of right to work in the UK.

In line with KCSIE 2022 guidance, as part of the shortlisting process, the Trust reserves the right to conduct an online search on shortlisted candidates as part of our due diligence and to share any pertinent information found concerning a candidate's suitability to work with children with Hiring Managers to be discussed at interview stage.

TDET is an equal opportunities employer.

September 2023