

**Cardinal Allen** **Catholic High School**

**11-16 Mixed Comprehensive (NOR 819)**

**Site Manager**

***Required from 26th March 2018***

The Governors of this outstanding Catholic High School are seeking to appoint a Site Manager who is enthusiastic, pro-active, flexible and who takes pride in their work.

The successful applicant needs to be able to organise a busy, varied workload that ensures the school site is safe and fit for purpose at all times. This includes key holder duties, general maintenance, Health and Safety, managing servicing contracts and staff management. An eye for detail and ability to act on own initiative is essential.

**Permanent position - working for 37 hours per week**

**Full Year**

**Grade 6 SCP 21-26 (£20,138 to £23,398)**

Cardinal Allen is a progressive, oversubscribed, “outstanding Catholic school”, seeking to build on its success. Leadership and behaviour were both judged as outstanding in our most recent Ofsted inspection and we are determined to continue to provide the very best for the pupils in our care.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

If you are interested in, and believe that you have the necessary skills, please feel free to call the school’s Business Manager, Mrs Jane Abra for an informal discussion or to arrange to visit the school prior to application. Application forms and further details are available via the school website or by contacting the school.

Closing date for applications is noon Thursday 1st February 2018

Interviews Friday 9th February 2018

**Melbourne Avenue, Fleetwood, FY7 8AY 🞟 01253 872659**

[**head@cardinalallen.co.uk**](mailto:head@cardinalallen.co.uk) **🞟 www.cardinalallen.co.uk**