



**Required As Soon As Possible**

**Pay Scale: Scale 3 - 5 (Negotiable depending on experience)**

**(£21,591- £25,809)**

**Full Time (36 Hours per week/52 weeks/year) – Permanent Position**

Star Primary School is Rights Respecting primary school situated in the London Borough of Newham, catering for children between the ages of three and eleven.

Our Headteacher and Governors are looking to appoint a professional, dedicated, hardworking and enthusiastic Site Supervisor to join our school. This position does not include accommodation.

We have a supportive, welcoming staff, committed to providing for all of our children a learning environment, which is safe, secure and stimulating. As we take great pride in our school, we require a person who will also show pride, determination, forward thinking and crucially be able to work relying heavily on their own initiative.

This position would suit a person with excellent skills who can work to a high standard and have the ability to work unsupervised and use his/her own initiative to complete a range of tasks around the site. We will welcome applications from candidates with relevant field experience and a full induction will be provided. School based experience is not essential although this would be desirable.

The person appointed will be responsible for:

- Locking and unlocking of buildings and premises, including occasional weekend or out of hours work, when necessary.
- Working with others to ensure Health & Safety compliance within the site.
- General repairs, maintenance and improvement/renovations.
- Fire alarm and water testing.
- Liaising with contractors and other agencies.
- Assisting with the receipt, distribution, collection and dispatch of goods.

Completed applications should be marked for the attention of **Michelle Emery** and returned to the school office.

*CV's will not be accepted.*

Visits to the school are welcomed and they will be scheduled in line with COVID safety measures.

Closing date for applications: **28<sup>th</sup> September 2020**

Interviews will be held from **30<sup>th</sup> September – 2<sup>nd</sup> October 2020**. This will involve a written and practical task plus an interview for candidates who have been successful in the task stages.

An Equal Opportunities Employer

The school is committed to safeguarding and promoting the welfare of children. The successful applicant must provide satisfactory references and will be subject to an enhanced Disclosure and Barring Service check.