

SET Saxmundham
Site Manager
37.5 hours per week, Full-Time
£18,525 - £22,300 depending on experience

SET Saxmundham School are looking to appoint a competent and enthusiastic Site Manager. You will manage the overall care, maintenance, safety and security of the school buildings, equipment and facilities. To provide practical support and assistance to students and staff to ensure their safety and welfare, as reasonably requested.

Hours are Monday – Friday 8:30am – 5:30pm.
You will be required to work 37.5 hours per week.

For more information about the school, please visit: <https://www.saxmundhamschool.org.uk/>
For any questions and to request an application form please contact Recruitment at recruitment@seckfordeducation.org.uk.

Closing date: 9am on Friday 17 June 2022; we reserve the right to appoint prior to closing date so please submit your application early to avoid disappointment.

Our Trust is committed to equal opportunities, to safeguarding and the promotion of the welfare of children, young people and vulnerable adults. All staff are expected to share this commitment and undergo the appropriate checks. All positions within the Trust are subject to an enhanced DBS (with list checks) and satisfactory references. Only applications submitted using the SET application form will be accepted. We do not accept applications by CV.

The below documents must be read prior to applying for this role and will be factored into interviews:

- *Keeping Children Safe in Education;*
- *SET Safeguarding and Child Protection Policy.*

Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.