

**Assistant Site Manager**

An opportunity to join the dedicated team at our welcoming and family-friendly school is available for September 2021.

**Job Type:** Part-time, Permanent

**Salary:** £8,000-£12,000 per year

**Part-time hours:** 20 per week (precise shape of these to be determined) - for example this could be 5 mornings of 4 hours.

**The requirements of the post are:**

* Basic Minibus Maintenance (levels, tyres, cleaning etc)
* Acting as relief minibus driver when the need arises and provide short notice cover, e.g. in the event of absence
* Support the Site Manager with safety checks on a regular basis
* Act as Fire Marshall when on site
* Support with site maintenance, including grounds
* Liaise with contractors on site and assist with the overall condition of the site.

This list is not exhaustive and the final job description will be determined by the Site Manager and the successful candidate.

The role is term-time only (34 weeks per year) plus 5 weeks during school holidays by negotiation to assist with site preparation before and after each school term.

**Application:** To apply, please visit <https://www.st-hughs.lincs.sch.uk/contact-us>

**St Hugh’s School is committed to safeguarding and promoting the welfare of children. Consequently a Disclosure and Barring Service Certificate is required for every post.**