



Barnes Primary School  
 Cross Street,  
 London SW13 0QQ

Tel: 0208-876-7358  
[www.barnesprimaryschool.co.uk](http://www.barnesprimaryschool.co.uk)

Headteacher: Sue Jepson MA, NPQH  
 Group 3: 420 pupils on main roll (Reception to Year 6)  
 plus 39 Full Time and 26 Part Time Nursery

Required ASAP (to allow for full induction by the existing postholder)

### SITE MANAGER

36 hours per week, 52 weeks per year  
 holiday allowance of 21 days (rising to 25 after 5 years) plus national bank holidays and 2 additional statutory holidays

Salary: £30,585 per annum (Grade S01)  
 Local Government pension scheme

The governors wish to appoint a new Site Manager following the retirement of the previous very successful post holder. **The post is suitable for one person, or two, working as a job share.**

**There is a certain amount of flexibility in respect of hours** during term time. There is greater flexibility during periods when the school is closed for holidays. The optimum hours if the role is taken by one person are:

Day	Start time	Finish time	Notes	Paid hours per day
Monday	07:00	13:00		6.0
Tuesday	08:00	16:00	Including 30 minutes unpaid lunch break	7.5
Wednesday	08:00	16:00	Including 30 minutes unpaid lunch break	7.5
Thursday	10:00	18:00	Including 30 minutes unpaid lunch break	7.5
Friday	08:00	16:00	Including 30 minutes unpaid lunch break	7.5
<b>TOTAL HOURS</b>				<b>36.0</b>



If you are interested in a job share role, please contact the school. **We would be particularly interested if potential sharers approached jointly.** The salary would be commensurate with that detailed for one person, shared according to how the hours were required to be split. In the event of a job share, the school would consider funding a short period of overlap time during the week in order that a well-managed handover could be achieved.

The following is an example of how the role could be structured as a job share:

	Role #1		Role 1 paid hours per day	Role #2		Role 2 paid hours per day
Monday	07:00	10:00	3.0	12:00	17:00	5.0
Tuesday	08:00	10:00	2.0	12:00	17:00	5.0
Wednesday	08:00	10:00	2.0	12:00	17:00	5.0
Thursday	08:00	10:00	2.0	12:00	17:00	5.0
Friday	08:00	10:00	2.0	12:00	17:00	5.0
	<b>TOTAL Role #1 hours</b>		<b>11.0</b>	<b>TOTAL Role #2 hours</b>		<b>25.0</b>
<b>TOTAL HOURS (both roles)</b>			<b>36.0</b>			

This highly successful, over-subscribed community school functions on two separate sites that are 150 metres apart. Ofsted judged the school to be outstanding when it was last inspected in June 2008 and we have improved since that time. This is a relentlessly ambitious organisation that strives to be outstanding in everything it does. We are an organisation committed to continual improvement and we believe that our children are entitled to a clean, attractive, well maintained and thoroughly organised learning environment.

Please apply if you are a motivated self-starter who takes satisfaction and pride from working hard and completing tasks to the highest standard. You will be expected to take a leadership role in the development and maintenance of our two sites. You will join a great team of talented, supportive, like minded colleagues, all of who want the very best for the children. Please look at our website: [www.barnesprimaryschool.co.uk](http://www.barnesprimaryschool.co.uk) to find out more about us.

Visits to the school are both welcomed and encouraged and can be made by: emailing Stephanie Dennis on [sdennis@barnes.richmond.sch.uk](mailto:sdennis@barnes.richmond.sch.uk). An application pack containing further details about this position can be obtained in the same way. Please note that the school does not offer on-site living accommodation.

The closing date for applications is: **Monday 27<sup>th</sup> September 2021 at midday.**

Interviews are scheduled to be held on: **Wednesday 29<sup>th</sup> September 2021.**

At Barnes we take the safeguarding of children extremely seriously. All applications will be thoroughly scrutinised and we will do everything in our power to prevent unsuitable adults from working with our children. All selection processes at our school are designed to identify and reject anyone who is unsuitable for work with children. At least one member of our selection panel will have attended a safer recruitment training course and gained certification. All staff working at Barnes will be subject to an enhanced Disclosure and Barring Service (DBS) check before taking up post. There is a culture of ongoing vigilance that ensures children are safe and secure with the adults they come into contact with at all times. References will be sought and checked and all staff are fully aware of the actions they should take if they have any concerns about the behaviour of a fellow staff member towards children.

