

Sacred Heart of Mary Girls' School



Headteacher: Ms V Qurrey M.A.

St. Mary's Lane, Upminster, Essex RM14 2QR
Tel: 01708 222660 Fax: 01708 226686

Web: www.sacredheartofmary.net
Email: admin@mary.havering.sch.uk

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SITE MANAGER

Pay Spine – APTC 6 pt 17 - 22 (£33,912 - £36,552)

52 weeks a year, 36 hours a week

We are looking to appoint a flexible, enthusiastic, energetic and motivated Site & Facilities Manager to work alongside our existing Site Team. The successful candidate will be responsible for the maintenance and security of the school site.

The post would suit someone who is meticulous, has high standards, has high expectations of her/himself and has the ability to work as a member of a team and get on well with people.

The successful candidate will need to possess the ability to take direction and abide by school and Health & Safety procedures and have proven inter-personal skills.

Sacred Heart of Mary is a thriving, oversubscribed, highly successful and happy school community with a strong family ethos for girls aged 11 – 18

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and the successful applicants will be expected to undertake an enhanced disclosure and social media checks.

We would welcome visits to the school from prospective candidates. Please contact Helen Wilson - hwilson@mary.havering.sch.uk to arrange.

Completed application form (available on the school website www.sacredheartofmary.net) letters of application and the names and addresses of two referees should be sent to the Mrs K. Jones at the School by email, kjones@mary.havering.sch.uk

Closing date: Thursday 24th April 2025