



# ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL  
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

## Assistant Site Manager

We seek to appoint a second experienced and able Assistant Site Manager for College based in Twickenham to work as part of our site management team.

**Start Date:** ASAP

**Working Hours:** TBC but will include shift working with flexibility over those hours where pre-agreed. 52 weeks contract, although a part-time contract will be considered. Holidays to be taken outside of term-time.

**Salary:** Approx. NJC scale 4 (£20,667 – £22,425 per annum), with some overtime

The Assistant Site Manager will be part of a committed and enthusiastic team of support staff, providing exceptional support for learning and teaching at our College in order to provide a world class education for our pupils. This is an exciting time for our College as we have just moved into our new building.

The Assistant Site Manager will report into the Site Manager.

The position will involve, amongst other things:

- Maintaining the school premises to the highest possible standard
- Routine and non-routine opening and closing of school buildings and grounds, including carrying out security procedures, both during and outside normal working hours
- Performing and maintaining logs of routine safety and maintenance checks
- Perform first line/minor repairs and maintenance
- Supervising the cleaning to ensure that the school premises and furnishings are cleaned in line with specification
- Carrying out grounds maintenance within agreed scope and supervise grounds maintenance carried out by third parties.
- Managing the work of external contractors on site and take receipt of deliveries
- Driving the College minibus



Clifden Road • Twickenham TW1 4LT • 020 8325 4630  
[www.strichardreynolds.org.uk](http://www.strichardreynolds.org.uk) • @stRRCCCollege

Principal: Richard Burke BSc M.A.  
Diocese of Westminster

You will have:

- An empathy with, and be fully supportive of, our Catholic identity and mission, if not a practising and committed Catholic
- A love for working with and supporting young people
- A positive and pro-active attitude to life and work
- Previous caretaking, preferably within a school
- A working knowledge of current Health and Safety legislation
- Good organisational skills, with the ability to prioritise tasks, and manage your own workload
- Excellent communication skills, being able to competently deal with all of our stakeholders
- A friendly, approachable demeanour with an adaptable and flexible outlook, with a willingness to work overtime and be available for emergency call outs, where required
- Excellent time-keeping and a responsible, reliable and mature attitude towards work
- A willingness to learn and develop

Closing date for applications: **Friday 14<sup>th</sup> September 2018**

If you want to become part of our team and would like further information, please see our website [www.strichardreynolds.org.uk](http://www.strichardreynolds.org.uk) for further details, and then apply by application form with the names of two referees and a supporting letter addressing the person specification above.

*St Richard Reynolds Catholic College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Criminal Records Bureau.*