

Site Manager

Salary: £30,740 - £32,898

37 hours per week 52 weeks per year

Required Immediately

We are looking to recruit a Site Manager to manage the day to day running of the site and buildings to include:

- The management of the site team
- Managing building work
- Managing tenders
- Managing contracts
- Site Health & Safety
- Compliance
- Decoration
- Maintenance
- Servicing
- Audits
- Inspections

The successful applicant must have previous experience of a building trade or a similar profession. Applicants must have a good knowledge of IT to enable accurate record keeping and tendering. They must also possess strong communication skills as the role will involve communication via email, phone and face to face liaising with contractors, students, staff and parents.

Completed application forms and letters of application should be sent directly to the college addressed to swindsor@stcatherines.college

The closing date for this post is 12 noon on **Wednesday 15 May 2024**

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff to demonstrate this commitment in every aspect of their work. An enhanced DBS check is required for all successful applicants.