**Moss Hall Schools Federation**

**Federation Site Manager**

Start Date: 1st August 2022 or as soon thereafter

Pay Range: Level 5/ Grade F (£26,052 - £28,992)

Contract: Permanent

Hours: Full time, all year round, 36 hrs / week + expected overtime for lettings

(weekends and evenings on a rotational basis)

At Moss Hall Schools Federation, our aim is for every child to thrive. We value kindness and hard work so that we all make a positive difference in our school and community. You will be joining a federation of 2 schools, Moss Hall Infant and Moss Hall Junior Schools who serve our inclusive and diverse West Finchley community.

We’re looking for someone who:

* Ensures a safe environment
* Takes demonstrable pride in how the sites look and feel to children, staff, parents and visitors
* Is proactive and a problem solver with the ability to prioritise workload efficiently
* Has expertise in many aspects of facilities compliance and management and a willingness to expand their knowledge

We offer the successful candidates:

* A dedicated and supportive team
* Professional Development and training
* Enrolment to a generous pension scheme
* 30 days annual leave allowance
* Children who love their school and take care of it

For more information including the application pack visit our website [www.mosshall.school](http://www.mosshall.school)

**Safeguarding**

Moss Hall Schools Federation and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to successfully complete the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School’s Application Form will only be accepted from candidates who have completed this form in full. CV’s will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are ‘protected’, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether is it ‘protected’, please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Moss Hall Schools Federation is committed to Equal Opportunities and welcomes applications from all sections of the community.

We strongly recommend that you visit the federation prior to applying. To do so or if you have any queries, please contact our Federation Business Manager, Melinda Gooding on 0208 445 7659?

Completed application forms should be sent to [azaki6.302@lgflmail.org](mailto:azaki6.302@lgflmail.org)

Deadline: Wednesday 15.6.22 @9.00

Shortlisting: 16.6.22

Selection tasks and interview dates: w/c 20.6.22

*The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.*