

# **WAKEFIELD GRAMMAR SCHOOL FOUNDATION**

Wakefield Grammar School Foundation is one of the country's leading families of single sex independent day schools, Queen Elizabeth Grammar School and Wakefield Girls' High School, Junior and Senior Schools

## **Site Manager**

**(Salary £28,825 p.a. One Year Fixed Term Contract)**

This is an exciting opportunity to join our Foundation Estates team with a remit to provide the day to day management and supervision of the Estates Staff and the routine maintenance of buildings and sites of the Foundation school particularly with reference to their state of repair and health & safety aspects.

We are looking for an individual who is customer focussed, solution driven and with excellent interpersonal skills to communicate effectively at all levels.

A relevant qualification in a construction based discipline, minimum of NVQ Level 4 or equivalent is essential and a facilities management background is preferred.

An understanding of and how to apply health, safety and welfare regulations and best practice is required. The ability to lead, organise, manage, deploy and motivate a team is essential.

This post is a fixed term contract for one year. Hours of work are 37.5 hours per week, from 08.00 am – 4.30pm with a one hour unpaid lunch break.

Further details and an application form can be obtained from our website or Annette Casey, HR Manager, Wakefield Grammar School Foundation, 158 Northgate, Wakefield WF1 3UF. t: 01924 231625 e: [annette.casey@wgsf.co.uk](mailto:annette.casey@wgsf.co.uk)

The successful applicant will be required to complete an enhanced DBS disclosure form.

Closing date for applications: 4pm on Wednesday 29th March 2017

[www.wgsf.org.uk](http://www.wgsf.org.uk)