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## VACANCY: SITE MANAGER

<b>Post Title:</b>	Site Manager
<b>School:</b>	College Park (mainly Pimlico site, but Across-Federation where needed)
<b>Pay range:</b>	Band 1 Steps 5 - 6 (£30,309 - £31,716)
<b>Contract:</b>	36 hrs, Full-time, 52 weeks (working time TBC)
<b>Responsible to:</b>	Headteacher and Federation Business Manager
<b>Responsible for:</b>	Federation Site Apprentice

The Federation of Westminster Special Schools is a learning community which includes Queen Elizabeth II Jubilee School, College Park School and the Bi-borough Inclusion Service.

College Park School currently operates across two sites in the Westbourne Grove area of Central London and we will be opening a third site in April 2024 in Pimlico, SW London. *Employees need to be willing to work at any of the school sites.*

### Job overview

We are looking to appoint a Site Manager who is flexible, reliable, enthusiastic and hardworking, to join our vibrant team at our new College Park @ Pimlico Site (SW1), opening April 2024.

The Site Manager is a key member of the school team and has a vital role to play in the management and maintenance of the school buildings and grounds; providing a safe working environment.

The Site Manager will work closely with the Headteacher and Federation Business Manager to prioritise, plan and schedule works.

### We Offer

- Local Government Pension Scheme.
- Employee Assistance Programme
- Vivup Employee Benefits Scheme
- A school with a strong commitment to all staff.
- A community which is on a rapid journey of improvement with a commitment to being even better.
- Annual Leave allowance to be taken outside of term-time
- The opportunity to work in a team where your skills, enthusiasm and hard work will be appreciated.

The Federation of Westminster Special Schools are committed to developing staff as well as ensuring our pupils make excellent progress and enjoy their learning. We have a strong team of

committed staff in a happy supportive community. If you are up for a challenge and really want to help make a positive difference to the lives of pupils with special educational needs then one of our schools could be the place for you.

- We will provide you with excellent staff induction, training and a commitment to continuing professional development.
- The closing date to submit your application form is: **Friday 22nd March 2024**
- We only accept WCC application forms and do not accept CVs.
- Interviews will be held: **W/b: 25th March 2024** at College Park School, Bayswater, W2.
- Start Date: **Monday 15<sup>th</sup> April 2024**

For any questions and to submit your application, please email Mariam Hassan in the HR Department: [hr@qe2cp.westminster.sch.uk](mailto:hr@qe2cp.westminster.sch.uk)

Please use the official WCC application form and job description via the following link <https://www.qe2cp.westminster.sch.uk/page/?title=Recruitment&pid=210>

**The Federation of Westminster Special Schools welcomes applications regardless of age, gender, ethnicity or religion. Only applications submitted on the attached application form will be accepted. The Federation of Westminster Special Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service checks along with other relevant employment checks.**

**“In line with KCSIE September 2023, an online search will be conducted as part of our due diligence checks on shortlisted candidates.”**

**DBS:**

Because of the nature of the job, it will be necessary for an Enhanced criminal record Disclosure to be undertaken (DBS). Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences, this post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exceptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.