



Comberton Village College
West Street
Comberton
Cambridgeshire
CB23 7DU

Tel: 01223 262503
Email: personnel@combertonvc.org
Website: www.combertonvc.org

Duty Site Manager – Part-time (afternoon / evenings)

Grade 3, Point 5 (SCP 5 - 6) £19, 312 - £19,698 FTE

18 hours per week including late shifts, 52 weeks per annum

Actual salary based on hours worked - £9,395pa

Required – ASAP

Comberton Village College is looking to appoint a hardworking, honest and enthusiastic individual to join our team of Duty Site Managers in providing a comprehensive site management service within a busy school. The individual will be responsible for site tasks and all areas of the college but can expect to assist the Campus Manager in a full range of site duties and any appropriate work within the college.

As a Duty Site Manager you will ensure that the college site and grounds, including extended college facilities are maintained in a safe, clean and secure condition. Co-ordinating and undertaking such tasks as may be necessary for effective site management, including various portering, administrative and lettings duties. Also assisting in the co-ordination of health and safety ensuring that regulations are followed and adhered to throughout the college.

For further details please visit the school website www.combertonvc.org/contact-us/current-vacancies. If you would like to have an informal discussion or arrange a pre-application visit please email: personnel@combertonvc.org.

How to apply:

Please complete and return the Support Staff Application form located on our website. Your application should be supported by a letter of application (consisting of no more than 2 sides of A4 printed) which explains:

- The reason for your interest
- Your relevant track record that confirms you could fulfil the expectations of the role

Applications should be submitted to: Mrs L Atherton, HR Manager on personnel@combertonvc.org or via the post, as soon as possible but no later than midday on **Monday, 20th September 2021**.

Please note that we do not accept applications by CV.