

MOORDOWN ST. JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

A Christian community where commitment to educational excellence changes lives



September 2019

Dear Applicant

VACANCY FOR A SITE MANAGER

Thank you for your interest in the position of Site Manager at this School.

The post is offered on a permanent contract of 25 hours per week for the full calendar year. Distribution of working hours to be confirmed.

Please find enclosed the Job Description, Person Specification and Application Form in respect of the post. Also enclosed are: our Privacy Notice for Job Applicants, our Safeguarding/Child Protection policy (which incorporates Safer Recruitment), our Equality Policy and a leaflet about our school ~ I hope you will find them of interest.

You are also encouraged to read 'Keeping Children Safe in Education', which is available on our website

The closing date for applications will be Wednesday 2 October 2019.

The provisional date for interviews is Thursday 10 October 2019.

Our school is committed to safeguarding, preventing radicalisation and promoting the welfare of children and expects all staff to share this commitment. Rigorous checks will be made of the successful applicant's background credentials including Childcare Disqualification checks and Enhanced clearance through the Disclosure and Barring Service.

Once again, thank you for your interest ~ I look forward to hearing from you.

Yours faithfully

Headteacher

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Headteacher:
Mr. P.W. Herbert
M.A.(Ed), B.Sc. (Hons),
P.G.C.E.

Vicarage Road
mouth
BH9 2SA

Telephone:
01202 527683

e-mail:
msjoffice@st-johns.
bournemouth.sch.uk

[p.herbert@st-johns.
bournemouth.sch.uk](mailto:p.herbert@st-johns.bournemouth.sch.uk)