

Horn's Mill Primary School

Denbigh Close

Helsby

WA6 0ED

Contact: Sharon Wyatt (Headteacher)

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Horn's Mill
Primary School

Dear Applicant,

Appointment of Grade 5 Site Manager (37 hours)

Starting Date: 4th November (or before if this is possible)

Thank you for requesting further details for the post of Site Manager at our school. The post is for 37 hours per week, five days per week, 52 weeks per year. The daily hours of work can be negotiated at any stage through the interview process, we would prefer the successful candidate to work a split shift, but we have previously offered a full day pattern of work or a combination of both. The post is a permanent position.

Prior to submitting your completed application online, you may wish to make an informal visit to the school on the following day for the opportunity to meet the fantastic children and staff you would be working with:

Thursday 18th September 2025 at 5.30pm

Please telephone school to book a place on the tour. To truly appreciate the culture, ethos and expectation of the school we strongly recommend that you do attend this visit. If you are unable to make the time requested, please contact us and we will try to accommodate an alternative time if possible.

Within your online application (in the additional information section) we would ask you to provide as much detail as possible in response to the requirements of the job specification for the post.

Shortlisted candidates will be invited to undertake a visit to the school to take tour with the Head teacher and to complete a practical unseen task and will then be invited to interview by the selection panel that will consist of a member of the school's board of governors and a member of the Senior Leadership Team. We will also be acquiring references.

The closing date for applications is 6pm on Monday 29th September 2025
Tours, practical tasks and interviews will be held on Friday 3rd October 2025

We look forward to receiving your application and thank you for taking the time and effort to go through the application process.

Yours sincerely

Mrs Sharon Wyatt (Headteacher)