

Horn's Mill Primary School

Denbigh Close

Helsby

WA6 0ED

Contact: Sharon Wyatt (Headteacher)

Email: head@hornsmill.cheshire.sch.uk

Tel: 01244 259680



Horn's Mill
Primary School

Dear Applicant,

Appointment of Grade 5 Site Manager (35hours)

Starting Date:

As soon as possible after appointment following interviews on Thursday 17th June 2026

Thank you for requesting further details for the post of Site Manager at our school. The post is for 35 hours per week, five days per week, 52 weeks per year. The daily hours of work are 11-6.30pm with a 30-minute break. There will be an opportunity for negotiation of hours for the right candidate at any stage through the interview process.

The role is for 52 weeks per year with the annual leave entitlement being 26 days, rising by five days after five years continuous local government service. The majority of these holidays would need to be taken during school holidays, but there is flexibility for some of these to be taken term time at the school's discretion. 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 one of the following days for the opportunity to meet the fantastic children and staff you would be working with.

Thursday 4th June at 5pm, OR Thursday 11th June at 9.30am

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 a tour with the Head teacher and to complete an unseen task. They will then be interviewed 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 3.30pm on Monday 15th June 2026
Tours, practical tasks and interviews will be held on Wednesday 17th June 2026

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)