



WHITINGS HILL PRIMARY SCHOOL

Whitings Road • Barnet • Hertfordshire EN5 2QY

Tel: 020 8359 5360 • E-mail: office@whitingshill.barnetmail.net



Thank you for your interest in the position of **Site Manager** at **Whitings Hill Primary School**.

Whitings Hill is a thriving, two-form entry primary school located in Barnet. We are proud of our strong academic outcomes, nurturing pastoral care, and a distinctive feature that sets us apart — every child in Years 1 to 6 receives weekly swimming lessons in our on-site swimming pool, a real asset to our curriculum and wider offer.

Since joining the school as Headteacher in April 2022, I have worked closely with our excellent governing body and committed staff team to continue building a school where children and adults alike thrive. With the upcoming relocation of our current Site Manager, we are now seeking a new colleague to join us in this vital role from **October 2025** (we are happy to be flexible with notice periods for the right candidate).

We are looking for someone who will take real pride in the appearance, safety, and smooth day-to-day running of our school site. Energy, enthusiasm, and a proactive attitude are essential. Ideally, you will already have experience in a similar role and be confident managing health and safety, routine maintenance, site security, and contractor relationships. Above all, we are looking for someone who will truly care for our school — someone who is reliable, takes initiative, and contributes positively to our wider school community. Living in close vicinity of the school would support the right candidate with split shifts and out of hours emergencies.

In return, you will be part of a warm and supportive team, and you can expect to receive high-quality professional development and on-going support from both the leadership team and governing body.

We strongly encourage all interested candidates to visit the school before submitting an application. Visits will be hosted during the first two weeks of September. Please contact **Alison Kley** via recruitment@whitingshill.barnet.sch.uk to arrange a visit — do include a range of dates that suit you so we can coordinate accordingly. If you would prefer an initial conversation by phone, please contact Alison to schedule this.

I look forward to meeting potential candidates and discussing this exciting opportunity further.



Headteacher: Mrs D Samani • Deputy Headteacher: Mr P McLoughlin • Assistant Headteacher: Mr J Schmitz
London Borough of Barnet



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To apply, please complete the application form and email it to recruitment@whitingshill.barnet.sch.uk by 12pm on Friday 12th September 2025.

Key Dates:

- **Closing Date:** Friday 12th September 2025 (by 12pm)
- **Shortlisting:** Monday 15th September 2025
- **Interviews & Assessment:** Friday 19th September 2025

The application pack includes this letter, a full job description, person specification, and the application form.

WHS is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks.



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