Tetherdown School

Haringey LONDON

Grand Avenue, Muswell Hill N10 3BP
T: 020 8883 3412

Nov 2026

POSITION:	Assistant Site Manager
GRADE & SALARY:	Scale 4 Point 7 to Point 10 – (£24,336 – £25,398)
	Permanent, subject to a successful probationary period
CONTRACT:	Mon-Thur (13:30 – 19:00) and Fri 13:30 19:30 - 28 hours
	Additional weekend overtime hours **essential**
REQUIRED:	January 2027 or earliest start date.

Are you passionate about contributing to a welcoming school community and a nurturing learning environment? We're looking for someone enthusiastic and committed to join our friendly and highly successful team at Tetherdown Primary School.

Your Role

- Assist the Site Manager in creating a safe, clean, and welcoming environment.
- Work directly with children and our school community, showing genuine commitment and care.
- Be responsible for the management of cleaning staff, porterage and locking up the school premises.
- Supervise and monitor the work of others, ensuring high standards are met.
- Show an excellent ability to handle repairs and redecoration tasks.
- Work as part of a team, demonstrating flexibility and good communication skills.
- Understand how a school functions and be proactive in taking initiative.

Requirements

- Willingness to assist our school community and be courteous, polite, and well-presented. (Yes, your smile can make someone's day!)
- Good organisational skills.
- Ability to work two weekends per month for managing school lettings.
- Flexible working hours during holidays for deep cleaning and building works.
- Capability to cover for the Site Manager during absences.

Why Join Us?

- We provide training and support to ensure your success and the success of our school community, this will be an opportunity to grow with us.
- A chance to be part of a dynamic team in a rewarding school environment.
- School staff have access to the bike to work/technology scheme, wellbeing services and the Local Government Pension Scheme.

How to Apply

Download our application pack from the Vacancy page on our school website.
Or email your application with required documents to Cathy Lewis at recruitment@tetherdownschool.org.

School Visits

Thursday, 26th November at 4pm. Arrange through the school office by calling 020 8883 3412 (Ask for Cathy Lewis).

Important Dates

Closing Date: Monday 30th November 2026 at 9:00am.
Interviews: Friday 4th December 2026 (Morning).
Note: Early application is recommended as we reserve the right to start interviews before the closing date. Join us in making a difference for our amazing children, kind staff and generous community!

Tetherdown Primary School is committed to the protection, safety and welfare of its children. Full details of our safeguarding and GDPR Policies are available on the school website.