**Moss HAll SchoolS FEderation**

*Be Kind – Work Hard – Make a Difference*

October 2021

Dear Applicant,

**Re: Federation Site Manager – January 2022**

Thank you for showing an interest in our federation site manager role. This is a role that has developed due the federating of our infant and Junior schools in January 2020.

Our two schools are large, 4 form entry community schools, and serve our diverse and supportive West Finchley community. Although separate schools, they share the same site and most children progress from the infant to the junior school in time. The site has extensive grounds, 2 large halls, 3 dining rooms and a small swimming pool. The facilities are used extensively by clubs and a range of providers most evenings, at the weekends and in the holidays.

Now we are a federation, there is increased cross school working, sharing of resources and expertise and contracts. This is an aspect we would expect our new site manager to drive forward in order to maximize efficiency. The role is however a very practical and hands on one. We expect our sites to be beautiful places to work and learn and our site manager is instrumental in putting this vision into action on a daily as well as more strategic basis.

Our Federation business manager oversees a small premises team which includes a caretaker and site assistant. Our cleaning and catering contracts are outsourced by locally managed by our school team.

We are fortunate to have a very active Moss Hall Schools Association (PTA) who actively support our site improvement aims and will continue to do so now we are coming out of the pandemic.

This is a varied, challenging and interesting role for someone who is full of energy, who enjoys working with people and children and who takes great pride in ensuring a safe and beautiful environment for children and adults to thrive in.

We would expect you would want to visit us to see our schools, if you are considering applying. If so, please make a time with Stef Carpenter scarpenter12.302@lgflmail.org for a school tour.

We look forward to meeting you

Kind regards

Laura Wynne, Executive Head.