**Site Manager**

**Band 7 – point 11-17**

**(£25,979 - £28,770)**

**Full-time and permanent**

**37.5 hours per week, all year round**

**To commence as soon as possible**

We are looking for a highly organised individual to help manage a safe learning environment for our young people and staff. You will be an essential and valued member of our team and as such will require good communication skills and a great sense of humour. You will need to be flexible, hardworking and motivated to create and maintain amazing spaces for children to learn safely.

We have a large, modern site which is continually adapting and changing to meet the needs of our pupils and we are extremely proud of the facilities that we are able to provide. You must have a keen eye for detail to ensure our facilities are clean, safe and well maintained. The successful candidate will be a committed team player with excellent organisational and technical skills.  You will have the ability to effectively problem solve and provide excellent customer service to our community.

**Hours of work:**

This role could be undertaken by one or two people. The successful candidate/s would need to be able to open up the site at 6am every morning and lock up the site at 6pm every evening. One person could work a split shift, for example, 6am – 10am & 2.30pm – 6pm or this role could be shared between two people. If you are interested in a splits shift role or half of the role, please apply. We are essentially looking for the right candidate/s and some negotiation in hours may be possible.

**Essential:**

* Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handyperson.
* Experience of keeping work records.
* The ability to undertake a range of caretaking and cleaning duties.
* The ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date.

**Desirable:**

* A full clean driving licence, willing to undertake MIDAS minibus training and First Aid training.
* A background trade such as plumbing, electrician, joiner or decorator.

**We can offer you:**

* A bespoke training package to support you in your role and help further develop your skills in the world of working with children.
* A skilled, friendly and caring team of staff who will share their experience and support you in your role.
* A commitment to your wellbeing, with supportive leaders and a wellbeing partner.
* Friendly, enthusiastic and confident children who are keen to learn

Before applying we would strongly advise a visit to school to meet the team and fully understand the role.

For full details, or to arrange a visit, please contact

Mrs Sharon Longmire, School Business Manager on 01274 639377

**Closing Date: Monday, 13th May @ Noon**

**Shortlisting: Monday 13th May pm**

**Interviews: Wednesday, 22nd May**