

Site Manager: Grade 5, Scale Point 22-26



Salary: £21,074 to 23,866

Hours: during term time will be 6.30am – 9.30am and 2.30pm -6.30pm (split shift)

Holidays to be taken during the school holidays. Holiday working pattern during holiday periods will be agreed subject to the needs of the school.

All Year Round

To start as soon as possible (pending DBS clearance)

The governors of the CLIC Trust are seeking to recruit an enthusiastic, self-motivated, multi skilled, reliable and conscientious Site Manager to ensure the smooth running of Rolls Crescent Primary School.

The successful candidate will be a practical, reliable, trustworthy person who has overall responsibility to support the Headteachers in managing the site. The Site Manager will take pride in looking after our school buildings and grounds and will ensure that it is a safe, clean, tidy and secure environment for children, staff, families and visitors at all times. You will need to be flexible, experienced in a range of maintenance work and able to use your own initiative.

We are looking for a candidate who: (please read job description for full list)

- Will provide and facilitate a wide range of proactive and planned, maintenance and refurbishment services for both buildings and grounds.
- Will be responsible for checking buildings and grounds every day and, where appropriate, repair/report any faults needing attention liaising with contractors as required.
- Will ensure outside areas are kept free from litter, sweeping leaves, emptying bins, light garden maintenance, washing down areas, clearing snow, ice and frost etc. to maintain a safe, clean and tidy environment.
- Will take responsibility for ensuring full compliance with current health and safety legislation, undertaking health and safety checks and completing relevant paperwork.
- Will ensure the site is a safe environment for students, staff and visitors.
- Will be responsible for opening the school each morning and locking it in an evening and providing emergency access to the school if required.

- Will be responsible for supervising the cleaning staff ensuring their areas have been cleaned to the high standards expected (some cleaning work is included in this position).
- Will have excellent communication skills and have a positive attitude with the whole school community.
- Will be in possession of a full and valid driving licence.

We can offer you:

- an excellent opportunity to develop your site management skills and to make a contribution to whole school
- access to high quality CPD.

The CLIC Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The application form and job description pack can be obtained from the school website: www.rolls-crescent.manchester.sch.uk to print download and return by post, or email.

Closing Date: Friday 2nd November (12.00 Noon) Interview date: Monday 12th November