



Site Manager

To start as soon as possible

Band 7, SCP11-SCP17 - £21,166 to £23,836 per annum

37.5 hours per week, permanent, all year round

(Hours of work will be 6.30am – 10.00am and 2.00pm – 6.00pm as a split shift arrangement)

A new and exciting opportunity has arisen for an experienced **Site Manager** to join Horton Park Primary School, which is part of the Exceed Academies Trust and based in the Canterbury area of Bradford. We are a forward facing school and support our families and children in the community and closely working with them and other agencies to ensure that our pupils have the best opportunities available to achieve and excel within education.

The **Site Manager** plays a key role at the school. You will be working closely with the Head of School and Executive Headteacher to not only manage the security of the building but to take a pro-active role in the maintenance and management of our whole school site, including the Exceed Academies Trust Head Office, which is also based within our school site.

You will be the first point of contact for staff regarding maintenance and you will therefore be very customer focused, polite and helpful. You will manage a dedicated team of cleaning staff and you will have great interpersonal skills to support and direct the team to create an outstanding learning environment for our pupils.

You will work with the Chief Estates Officer for the Trust to ensure that the school complies with all requirements of Health and Safety and risk management, and you will liaise with contractors and external agencies to ensure our school site is clean, safe and provides pupils and staff with a great place to learn and work.

Being part of our Multi-Academy Trust means that the **Site Manager** will have a team of colleagues across the other Trust schools to work and collaborate with.

The successful candidate will:

- Undertake a variety of duties relating to maintenance of the buildings and grounds
- Be responsible for, and promote, the health and safety of all staff, pupils and visitors
- Maintain the security of the premises, working closely with the Head of School/ Executive Headteacher
- Have a flexible approach and the ability to use their initiative
- Possess excellent communication skills
- Have a strong work ethic

We can offer:

- A dedicated and experienced staff team, supported by governors and parents
- An opportunity to make a significant contribution to our ongoing improvements
- An opportunity to further professional development
- Access to excellent training and guidance

Closing date: Tuesday 24th March 2020

For an informal discussion regarding this opportunity, please contact Salma Rahman, Executive Headteacher office@hortonparkacademy.co.uk or on 01274 574544. Further details about our school can also be found on our website www.hortonparkacademy.co.uk.



www.exceedacademiestrust.co.uk

Email info@exceedacademiestrust.co.uk Telephone 01274 574 544

Duncan Jacques Chief Executive Officer

Exceed Academies Trust | C/O Horton Park Primary School | Dawnay Road | Bradford | BD5 9LQ



If you are interested in applying for this role, please do so by downloading an application form from our website and submitting a completed application form to office@hortonparkacademy.co.uk .

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.