

## **Site Manager**

- POST TITLE :** Site Manager – Willow Primary School
- GRADE :** Grade 7 Scale Point 12 – 20 £22,571 – £26,446  
Full Time (52 weeks) 37 hours per week
- REPORTING TO:** Principal, Business Manager & Governors

The Directors of Exceed Learning Partnership are looking to appoint an effective Site Manager in order to support the Principal and Business Manager in carrying out a full range of duties of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the School. This includes security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the Business Manager/Headteacher on suggested improvements to the general School environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

Willow Primary School is based in Bessacarr and offers 400 places. The school joined Exceed Learning Partnership Trust in April 2022 and is continuing to drive the vision the vision of the Trust forward.

We are seeking a dedicated, committed and self-motivated member of staff with appropriate qualifications and experience, who aspires to support our school on the flight to success.

You must possess a proven record of site management and have demonstrable skills and abilities at managing projects, and keeping abreast of current legislation. Directors/Governors would like all serious candidates to visit the School prior to short listing.

The role will include:

- To ensure that the management and maintenance of all the School buildings and environment are effectively undertaken
- To be responsible for the security and health & safety of the whole site
- To undertake repairs and DIY projects
- To work alongside the Trust premises team ensuring that the changing needs of the School are met by attending termly premises meetings in line with the School business organisation plan and through personal training and development
- To delegate tasks as appropriate to outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- To monitor the performance of the cleaning contractor and liaise with the area manager to ensure a clean, tidy and well maintained School environment
- A requirement to provide emergency support and/or cover for other Academies with the Trust

The School will offer:

- A high performing team of senior colleagues
- Very supportive colleagues with a team focused approach
- Full comprehensive programme of Professional Learning opportunities
- A committed ethos to providing the very best possible opportunities for the pupils within our care

If you feel that you can 'make a difference' to the pupils of Willow Primary School and want to be part of a committed team who aspire to provide the best possible educational opportunities for the young people of Doncaster, then we would welcome

your application. Please contact the School should you wish to visit prior to submitting your application . All applications must be emailed to school.

E-mail: [admin@willow.doncaster.sch.uk](mailto:admin@willow.doncaster.sch.uk)

Phone: 01302 539249

The Directors and Governors of Exceed Learning Partnership are committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

Closing date for applications: Wednesday 1<sup>st</sup> February 2023

Shortlisting: Thursday 2<sup>nd</sup> February 2023

Interviews to be held: Tuesday 7<sup>th</sup> February 2023

If you have not heard from the School after the short-listing date, then your application has been unsuccessful.