



Site Manager Vacancy

Dorridge Primary School, a large three form entry, community Primary school with a nursery would like to appoint a Site Manager to provide an efficient support service to the school through the management of the school premises, ensuring a well-maintained, safe, clean and secure environment for staff and pupils.

Start Date: As soon as possible

Grade: Band D

Full time equivalent range: £30,296 - £34,834 per annum, actual salary £24,564 to £28,244 per annum

Contract: Permanent

Hours of Work: Part time, 30 hours per week, Monday to Friday

06:30 – 13:00 to include a half hour unpaid break

School operational hours are 06:30 – 18:30. Occasional cover will be required over a split shift to enable the opening and closing of site during periods of annual leave within the Site team.

The key responsibilities for this post include the following (a comprehensive job description is available):

- To be responsible for the management of the site team, contractors and safety of the site.
- To take a lead role in maintaining and developing the school premises and grounds.
- To provide updates and advise the Trust Primary Business Manager of site matters relating to Health, Safety and Security.
- To provide accurate premises management data which will enable budget, performance monitoring and assist decision making.
- To ensure the school site and department remains compliant with Health and Safety regulations and practices.

In return, Dorridge Primary can offer you:

West Midlands Local Government Pension Scheme.

Cycle to Work scheme.

Free on-site parking.

Continued commitment to support and training.

A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity.

Dorridge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity, sexuality or religion. The successful applicant will be required to undertake an Enhanced DBS Disclosure and, in line with Keeping Children Safe in Education, will be subject to a social media online search

Application forms and further details can be downloaded from Arden Multi Academy Trust website <https://www.ardenmat.org.uk/careers/> or are available on request via email from humanresources@arden.solihull.sch.uk

Application forms should be completed in full and attached to a letter of application. CVs cannot be accepted as part of our Safer Recruitment guidelines. Please address all correspondence to **Mrs A Burnard, Trust Primary Business Manager.**

Closing date: Monday 6th May (4:00pm)

Interview date: Friday 10th May