

Site Manager – Copthorne Primary School

Band 7, SCP11-SCP17 - £27,269 to £30,060 per annum (actual salary £5,896)

Temporary for 6 months, 2 days a week - Please note, however, that the contract may end earlier if the returning site manager resumes their role prior to the end of the fixed term.

A new and exciting opportunity has arisen for an experienced **Site Manager** to join Copthorne Primary School, which is part of the Exceed Academies Trust. We are a forward facing school and support our families and children in the community by 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 Headteacher and Senior Leadership Team 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.

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 Headteacher

Together we **Exceed**

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- Have a flexible approach and the ability to use their initiative
- Possess excellent communication skills
- Have a strong work ethic
- Hold a Valid UK driving licence

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: Wednesday 4th December 2024

For an informal discussion regarding this opportunity, please contact the school office on 01274 501460 or email stacey.hardcastle@copthorneacademy.co.uk

If you are interested in applying for this role, please do so by submitting an online application to stacey.hardcastle@copthorneacademy.co.uk CVs or applications via Indeed will not be accepted.

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2024. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

