

## Site Manager

Contract: Permanent – 40 hour Week

Hours: Typically 6:30am – 3:30pm though flexibility required

Salary – (£30,993 – £34,371)

Start date – As soon as possible

Mary Elliot Academy is a school for students aged 11-18 years with severe and profound learning difficulties. We are part of Thrive Education Partnership, a specialist multi-academy trust committed to providing the very best outcomes for students with a range of special educational needs.

We are looking for a committed and motivated individual who is experienced in undertaking maintenance tasks, to ensure our academy is safe and maintained to a high standard.

As a Site Manager, you will manage and undertake planned and reactive site duties to support all academy maintenance needs, health & safety and compliance requirements. You will need to be fit and able to cope with the physically challenging duties this position will involve. The successful applicant will line manage the academy's caretaker and oversee the work of cleaning staff.

This is an excellent opportunity for either an existing school site manager or someone looking to step up and make a positive difference to our school environment.

The successful candidate will:

- ✚ Be organised, able to use their own initiative and take pride in the academy environment.
- ✚ The ability and experience to ensure school/trust policies, processes and procedures are followed at all times and that school sites are fully compliant with health and safety requirements.
- ✚ Be able to lead maintenance projects and liaise with contractors working for the academy.
- ✚ Ensure high quality service delivery is maintained at all times.
- ✚ Be flexible, friendly and hard-working.

Holidays to be taken in school holiday time and in agreement with the Headteacher.

The post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Application forms and details can be obtained via the website:

<https://www.mary-elliott.thrive.ac/vacancies>

Completed forms should be sent by email to [recruitment@mary-elliott.walsall.sch.uk](mailto:recruitment@mary-elliott.walsall.sch.uk)

Closing date for applications – Thursday 18th July 2024 at 12pm

Interview date to be confirmed

*Mary Elliot Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Social Media Check, Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.*