

**Site Manager / Caretaker Vacancy**

**Overview**

Do you enjoy doing DIY jobs? Have you got an eye for detail? Do you have the skills to turn your hand to any problem? Have you got a ‘can-do’ approach and outlook? At Newhall Primary Academy, we are looking for a Site Manager/Caretaker who will work as part of our support staff team to oversee all aspects of the new academy’s premises. We are looking for someone who is up for getting stuck in to all aspects of academy life!

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| Post Title:  | Site Manager / Caretaker |
| Contract type: | Permanent  |
| Location: | Newhall Primary Academy |
| Working hours: | 37 hours per week (availability between 7.00am and 6.30pm daily)Full-time, 52 weeks with holiday entitlement |
| Start date:  | W/C 20th August 2018 |
| Salary: | Essex Pay Range Band 3 (£17,772 - £22,658) |

**About us**

Newhall is a brand-new, state of the art academy on the Newhall development in Harlow, which is being built with the capacity for 420 children. The school will initially have an intake of 60 children. It will then grow year-on-year until it reaches full capacity.

The academy now has a Headteacher and School Business Manager who are looking to appoint permanent staff to open the academy with and join them in being part of the unique opportunity to build and grow the school from its infancy. There is no doubt about it, setting up the academy from scratch will take vision, dedication and hard-work, but being part of that exciting and rare journey will be very rewarding to see the academy take shape over the next few years. To see more information about the school, please visit our website:

**About the role**

We are looking to appoint a hardworking, skilled, dependable and self-motivated individual. We require someone who will contribute to the smooth running of the academy by organising and undertaking the caretaking, maintenance, cleaning and security of the academy site, equipment and grounds. The successful candidate will have caretaking or general maintenance skills together with a knowledge of Health & Safety legislation, and procedures. They will also be flexible in their approach, energetic and be keen to work as part of our school community. Our position is flexible at this point and we are prepared to support a new caretaker into the role and develop them into a Site Manager as the academy expands. However, experience of a similar role within a school will be a significant advantage.

As a member of the academy’s support staff team you will be responsible for the day-to-day running and oversight of the school site. For the first year at least, this will involve cleaning duties as well to ensure that the academy is well-maintained and prepared for our children each day. As the role grows with the academy over time, the Site Manager will also take on the oversight of cleaning staff and general oversight of all academy health and safety, premises and related functions. Initially in the first year or so of the new academy opening, all members of staff will be expected to take on various tasks and help out to ensure that school operates smoothly and efficiently. As you can imagine, setting up a new school and arranging all furniture and equipment will need careful planning and execution to tight timescales.

**What we’re looking for:**

We welcome applications from candidates with experience from educational or other relevant caretaking/site manager backgrounds. We also welcome applications from those colleagues who are looking to develop into the role of site manager/caretaker in the near future.

The successful candidate will have:
- The motivation and dedication to ensure that all parts of the academy are appropriately maintained and cleaning to support the day-to-day running of the school

- Sufficient experience in trade/DIY skills to enable them to undertake a range of first-line repairs and maintenance issues across the academy

- Good organisational skills to enable them to manage their time well

- Flexibility in approach to deal with the daily challenges school environments can bring

-A ‘can-do’ approach to all aspects of academy life

-A willingness to undertake professional development and grow their skills
- Excellent communication skills and a good sense of humour

In return we can offer:
- A commitment to you and your professional development
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors
- A growing learning community
- Encouragement to develop new ideas and the opportunity to make a real difference

**How to apply**

We hope you will take the time to find out more about our new academy and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact Debbie Gayler, Headteacher at head@newhallacademy.org or telephone 07785 445432.

Completed applications should be sent via e-mail to head@newhallacademy.org by 8th May 2018

Short-listed candidates will be invited for interviews w/c Monday 14th May 2018. Newhall Primary Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.