

The Trustees are looking to recruit to the post of

**Site Manager**

Heywood Academy

**NJC Scale points 26-28: £36,124 - £37,938 (FTE)**

36 hours 40 minutes per week

Commencing as soon as possible

Heywood Academy will become the latest new school in the New Bridge Multi-Academy Trust when it opens its doors to students in September 2025.

It will be a 75-placement school that offers tailored educational support for children and young people diagnosed with Autism Spectrum Condition (ASC) and/or who may experience Speech, Language, and Communication Needs (SLCN) associated with ASC.

Heywood Academy provides a broad and balanced curriculum that enables students from Key Stage 3 to Key Stage 5 to access creative learning opportunities tailored to meet their individual needs. We have worked hard to continue to be at the forefront of successful, innovative curriculum design, with overall breadth and balance, which provides students with ASC and SLCN their full entitlement. As a result, the students benefit from excellent opportunities in all aspects of our curriculum to achieve and improve their academic achievement, social skills, communication skills, knowledge, understanding, well-being and physical development.

The school is part of the New Bridge Multi-Academy Trust, a vibrant, aspirational and inclusive multi-academy trust of eight special schools and two specialist post-16 provisions across Oldham, Tameside and Rochdale. As part of the wider New Bridge Group there are also two post-19 provisions. All of the children and young people have an EHCP with the Trust supporting a wide spectrum of needs from age 4-19 and beyond. The Trust is proud to be national leaders in Special Education and has a culture of creating outstanding opportunities for all. While each setting operates discreetly, they have a shared passion to improve the life opportunities available to the children and young people once they leave school. They work very closely together to achieve this and ensure that together they best meet the needs of individual students. A culture of mutual support and teamwork permeates the organisation.

This is an exciting time for the school as it starts its journey, and it will continue to develop and enhance all aspects of its provision as the student numbers increase year on year. If you share our drive, determination and ambition, it offers an outstanding opportunity to develop in a forward-thinking and outward-looking organisation.

Your continued development will also be a priority, and you will receive excellent support and advice from a talented team of colleagues who will invest in your professional learning.

We are seeking to appoint an experienced Site Manager to manage the brand-new site at Heywood Academy, including supporting the School Business Manager with successfully opening the school site and to be responsible for all aspects of site management. Previous experience in site management is essential.

**The successful candidate will have:**

* Experience of caretaking or being a site manager in a school or similar environment
* Experience of undertaking a range of line management duties with a team of staff, e.g. recruitment, allocating work and performance management
* Experience of monitoring external contractors/ specifications, and contributing to planning and progressing buildings projects
* An ability to understand and recognise the importance of having a secure and safe environment in the school
* IOSH or NEBOSH qualification or willingness to gain
* Knowledge of health and safety procedures and regulations e.g. COSHH, including moving, lifting and handling regulations and the writing of risk assessments, and mitigation of potential hazards
* A hard working, organised and proactive approach to their personal and professional development

**We can offer you:**

* The opportunity to be part of our thriving team, who are committed to creating meaningful futures for both our students and staff
* High quality continuing professional development (CPD) through our dedicated Everyone Learning Team
* A commitment to future career development and progression within the trust
* Westfield Health Membership and access to Westfield Benefits
* Trust TOIL Scheme for all staff

Although based initially at our Heywood Academy site, all staff are employed by the MAT and are expected to work at any site within the New Bridge Group.

**New Bridge MAT is committed to safeguarding and promoting the welfare of children and applicants must have a commitment to safeguarding young people. This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references will be sought prior to interview.** 

**For all shortlisted candidates, an online search will be carried out as part of our due-diligence in line with Keeping Children Safe in Education 2024.**

We strive to create a fair and inclusive workplace that is as diverse as the communities we serve. We positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy, and maternity, race, religion or belief, sex and sexual orientation.

**Closing Date:** Friday 6th June 2025, at 9am

**School information**: Laura Millard [lmillard@newbridgegroup.org](mailto:lmillard@newbridgegroup.org)

**Please return completed application forms via email to:** [recruitment@newbridgegroup.org](mailto:recruitment@newbridgegroup.org)