**Delamere School**



Irlam Road

Flixton

Manchester

M41 6AP

0161 747 5893

**Job Title: Site Manager**

**Salary Scale – Band 4 Points 12-17, £26,421- £28,770 pro rata. Actual salary £10,933- £11,905**

**Permanent contract all year round**

**Hours: 15 hours per week working flexibly – to be discussed at interview / visit**

**Start Date: ASAP**

The Headteacher and Governors are seeking to appoint a second Site Manager to join our outstanding Special School community. The desired candidate will be hardworking, honest, dependable and self-motivated in order to uphold the ethos, aims and values of the school.

Visits to school are strongly encouraged for interested parties to find out more about the role.

**About the role:**

The post holder will work in partnership with our existing Site Manager.

Reporting to the Senior Leadership Team (Head, Deputy Head and School Business Manager), with day-to-day line management provided by the School Business Manager, the role is to undertake, alongside our other Site Manager, all aspects of site and facilities management for School to ensure that our grounds, premises and facilities are maintained to a high standard.

**The successful applicant will**:

* be responsible for the maintenance, security and facilities management on the school premises and site.
* act as key holder and respond to call-outs
* work flexibly alongside our existing site staff and wider staff team
* be committed to maintaining the school, grounds and equipment to an excellent standard
* manage the opening and closing of school
* organise and undertake various minor maintenance duties and repairs to ensure the general up keep and maintenance of the premises.
* undertake regular inspections of equipment and facilities
* take responsibility for security and health & safety, including regular inspections and audits
* be flexible for the needs of the children and the school
* have the ability to communicate effectively with all members of staff, parents, pupils and other agencies, both orally and written
* have the awareness of confidentiality and child protection/safeguarding
* have the ability to identify own training and development needs and a commitment to undertake relevant training to address these
* possess sound administrative skills
* have the ability to co-ordinate a wide variety of resources.

**Applicants should:**

* Share our commitment to our vision that “together we make a difference”;
* Be a team player who can work in partnership with others;
* Have the drive, energy and passion to work in our school with a warm and caring manner.

**We can offer you:**

* An ambitious, caring & inclusive school with a clear vision & the highest aspirations for all its children;
* A strong commitment to your continuing professional development including bespoke training to support you to fulfil your career ambitions;
* A forward-thinking environment where innovation and research are used to ensure our provision is the best it can be;
* A supportive, friendly & enthusiastic staff team;
* Highly competitive rates of pay;
* An experienced, dynamic, forward-thinking leadership team, committed to improving outcomes for pupils;
* A real opportunity to make a significant difference to the lives of our children;
* A school that cares for & nurtures every member of our school family, including staff, pupils and parents
* Access to range of Health & Wellbeing support including Physiotherapy, GP, mindfulness, online gym, weight management & an active Staff Wellbeing Committee;
* Discounted gym membership and Cycle to Work scheme
* Large on-site car park

We welcome applications from ethnic minority backgrounds.

We strongly advise viewing our school website for more information about our outstanding school.

**Delamere School is committed to safeguarding & promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is reflected in our recruitment processes & the post is subject to enhanced DBS disclosures. References will be sought for shortlisted candidates and online checks undertaken. Please find our Safeguarding policy on our website:** [**https://www.delamere.trafford.sch.uk/policies/**](https://www.delamere.trafford.sch.uk/policies/)

**Information applicable to the role can be downloaded through the attachments linked to the advertisement or via the school website. Application Forms only will be accepted. Please return these to** sbm@delamere.trafford.sch.uk

There will be an opportunity to view the school on Tuesday 24th September 2024. To book a place please email admin@delamere.trafford.sch.uk

**Applications from minority and ethnic candidates would be welcome.**

**Closing date for applications is: 8th October 2024**

**Interviews: 22nd October 2024**