



Site Manager
Band 7, SCP 11 – 17 (£27,269 - £30,060 per annum)
37 hours per week, All Year Round
Permanent Position

A new and exciting opportunity has arisen for an experienced Office Manager to join Holybrook Primary School.

Holybrook Primary School is a happy, lively, caring school at the heart of the vibrant, strong Eccleshill village community. We are fortunate to have large, airy classrooms in our school and our outside grounds are extensive and beautiful. Holybrook and Horizons was recently judged to be 'Outstanding' by Ofsted and is now looking to recruit a highly skilled person to join the team.

The successful candidate will be working in a fully inclusive primary school setting. They will be required to ensure the smooth running of the school office, which has direct involvement with staff, pupils and parents, and deliver high quality and professional support to all departments of the school. They will be the key point of contact for the school and will be required to foster good relationships, both internally and externally.

Holybrook Primary School is part of Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

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
- Be diligent and self-motivated in taking responsibility for all matters relating to school site oversight and maintenance
- Demonstrate a good understanding of all Health and Safety requirements and keep up to date with changes to legislation
- Supervise and direct the Site Team (caretakers) across both our sites – driving therefore is essential for this role
- Maintain the security of the premises, working closely with the Headteacher
- Have a flexible approach and the ability to use their initiative
- Possess excellent communication skills and use those to work effectively in a collaborative staff team
- Have a strong work ethic

Together we Exceed

Dawnay Road, Bradford BD5 9LQ

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The essential requirements of this role are;

- Minimum of GCSE Maths and English at grade C or above (or equivalent)
- Experience of working as a handyman, caretaker or site-keeper within a school or similar environment
- A full UK driving licence
- Detailed knowledge of policies, procedures and regulations relevant to the role

Closing date: Friday 21 March 2025

Interview date: w/c 24 March 2025

For an informal discussion regarding this opportunity, please contact Chris Lloyd, Headteacher, on 01274 611327. Further details about our school can also be found on our website <https://www.holybrookacademy.co.uk/>

If you are interested in applying for this role, please do so by submitting an online application.

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.

