

Site Manager

The Frances Bardsley Academy for Girls, Romford

Required: July 2024

Contract Type: Permanent

Scale: PO3.32 – PO3.35

Annual Salary: £42,840 to £46,041, Inclusive of Outer London Allowance

Hours: 36 hours a week, 52 weeks a year

FTE: 100 %

Application Deadline: 3rd June 2024

Building Great Learning Communities

Our Mission is '*To build great learning communities where children flourish*'. To accomplish our mission, we keep our 3 core beliefs at the heart of everything we do: Courageous Optimism, Boundless Creativity and Heartfelt Compassion. We support our schools to deliver excellent student outcomes, create vibrant, exciting environments and offer rewarding careers for employees. To help us with this, we are looking to appoint a **Site Manager** to work alongside the Site Team to assist with the daily management of the schools' estate, meeting the security and maintenance needs of the schools and ensuring the schools comply with all current legislation relating to site safety and management.

The successful candidate will:

- Encourage and take part in optimising the efficient and economical use of the school's premises, facilities, plant, equipment, and material
- Promote and participate in achieving a culture of excellence and continuous improvement for estate practices and standards.
- An understanding of health, safety and security issues and relevant legislation affecting schools
- Excellent communication and interpersonal skills
- Ability to work independently and to lead a team
- Be able to competently carry out repairs and maintenance with experience of premises maintenance issues
- Ability to multitask and be flexible to deal with the 'unexpected'
- Willing to complete any necessary training

The successful candidate will become part of an oversubscribed, flourishing school for girls aged 11 to 18, with confident, courteous, articulate students and an ethos of empowerment. The school is committed to providing the best learning opportunities in a safe, secure and friendly environment with dedicated colleagues who strive for excellence.

In return we can offer you:

- Welcoming and friendly colleagues
- A stimulating and welcoming learning environment with excellent facilities, including our purpose-built wellbeing centre, a farm, an art gallery and our own railway
- High-quality CPD (Continuous Professional Development) Free flu vaccinations
- Access to the [Schools Advisory Service](#) (SAS), the Trust's employee well-being support and medical programme. This includes 24-hour-a-day access to a GP helpline for you and those within your household, a counselling service, stress management, weight loss programme, physiotherapy, menopause support and much more.
- A colleague Support Pack regularly updated with local financial guidance, schemes and support
- Increased priority in admission to our school for your child/ren
- Close proximity to the M25, Romford Railway Station (Elizabeth Line) and a main bus route

Applications:

Please forward your completed application form, together with a letter of application and supporting paperwork to recruitment@lifeeducationtrust.com by **9 am on Monday 3rd June 2024** and interviews will be scheduled shortly after. A copy of the school's [Support Colleague Application Form](#) can be found on the school website www.fbaok.co.uk.

For further information about this role, please contact recruitment@lifeeducationtrust.com.

Visits to the school are welcomed



The Trust reserves the right to interview prior to the deadline date. We encourage and welcome applications from all backgrounds and all parts of the community, particularly people from ethnic minorities who are currently under-represented. LIFE Education Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

