

Hub Site Manager
37 Hours per week, 52 weeks per year
Grade F (£24799 PA)

Closing date 6th August 2020
Interview date 20th August 2020
Start date September 2020

Inspiring Futures through Learning (IFtL) is a Multi Academy Trust (MAT) made up of thirteen primary academies with a fourteenth joining this year and a brand new, 1500 place all through school opening at Glebe Farm in 2022.

As part of our growth plan, we are seeking a Site Manager with responsibility for several schools. Based initially at Chestnuts Primary School in Bletchley, with responsibility across 2 other schools initially, the role will require regular travel to other schools within the hub and occasional travel to our other schools, including those located in Corby, Northamptonshire.

The Hub Site Manager will be responsible for planning and overseeing the development of premises and the support and development of the Site Staff within the hub schools.

Reporting to the Headteachers of the hub schools and the Trust's Head of Operations, the successful candidate's duties will include;

- Development and support of compliance programs planned preventative maintenance routines and asset management plans, in conjunction with Trust policy.
- Contract management and procurement of supplies and services across schools in conjunction with the Trust's Head of Operations and the school Business Managers.
- Reporting on compliance and facilities matters to school leaders, the Trust and governing boards.
- Management of Health and Safety across the hub schools including risk management and statutory compliance responsibilities.
- Hands-on support including assisting school site staff with projects and cover for absent site staff across the hub.
- The ability to self-manage, to work as part of a team, to work to tight deadlines and to lead and encourage the growth of others.
- The management of online systems for health and safety management, training, planning and record keeping.
- A willingness to work towards a paper-free environment.

The successful candidate will be a team player who can encourage and grow others. They will be a good communicator with a good level of computer literacy.

A willingness to adapt to the requirements of the schools is essential as this role will include a diverse range of duties.

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will join a superb and ambitious team and work with awesome children. You will also have full access to our staff benefits package as outlined below:

- bespoke CPD package through MKTSA,
- discount on gym membership,
- cinema tickets,
- childcare vouchers,
- cycle to work scheme and much more.

We strongly advise you to visit our wonderful school. Please call the school office to arrange a tour. If you are interested in joining our phenomenal team, please contact Julie Drury on 01908 373748 or email; office@chestnuts.milton-keynes.sch.uk

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If you would like to join our dynamic team, please download an application pack available on our website www.chestnutsprimaryschool.co.uk/vacancies, complete the form in full and return by email to office@chestnuts.milton-keynes.sch.uk ahead of the closing date.

Alternatively, completed application forms can be posted to Julie Drury, School Business Manager, Chestnuts Primary School, Buckingham Rd, Bletchley, Milton Keynes MK3 5EN.

Chestnuts Primary School and Inspiring Futures through Learning are committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All vacancies are subject to enhanced DBS checks. We are an Equal Opportunities employer.