

Dear Applicant,

Thank you for taking an interest in the position of Site and Compliance Coordinator working within the primary sector of Outwood Grange Academies Trust (Central Primary Cluster).

Outwood Grange Academies Trust (OGAT) is an education charity and not-for-profit sponsor of primary, junior and secondary academies. The Outwood Family is recognised nationally as one of the highest performing family of schools in the North of England, and we currently sponsor over 30 schools.

This is an exciting new role where you will be responsible for the day to day operational management, safety and security of four academy sites ensuring they are safe for all users, including students, staff and visitors. You will also coordinate the sites' premises budgets and capital projects of under £50,000 from conception to completion. You will manage all site related issues in the case of an emergency or site closure, carry out risk assessments and undertake compliance activities.

As a Site and Compliance Coordinator you will be working within the local community with people at all levels. You will lead a team made up of four site supervisors while also working closely with senior leaders in the Outwood Primary Family and OGAT's estates team.

Therefore, the success of this role will depend on your ability to manage and coordinate your team and your own work load as well as have a hands-on approach within your sites.

This role will involve travelling between sites within the central area of the Wakefield, working across four Outwood primary academies. The four primary academies are the Outstanding-rated Outwood Primary Academy (OPA) Ledger Lane and OPA Kirkhamgate, the Good-rated OPA Lofthouse Gate, and OPA Park Hill.

Outwood Primary Academy	Sponsorship	OFSTED Judgement	Number on roll	Local Authority
Ledger Lane	December 2012	Outstanding (2019)	375 plus Nursery	Wakefield
Kirkhamgate	March 2013	Outstanding (2014)	210 plus Nursery	Wakefield
Lofthouse Gate	September 2013	Good (2016)	420 plus Nursery	Wakefield
Park Hill	April 2018	Awaiting Inspection	420 plus Nursery	Wakefield

I look forward to hearing from you and welcome you contacting me in advance of your application should you require any further information.

Yours faithfully

Clive Thomson

Director of Estates