

Site Manager 37 hours x 52 weeks

Required to start as soon as possible

Salary Grade 5 SCP 22 to 27 - £21,074 to £24,657

Outwood Grange Academies Trust seeks applications from outstanding applicants with integrity, imagination and energy for this rewarding role.

If you share our values, join our family.

Serving the bustling city of Sheffield, Outwood Academy City was constructed in 2011 with state-of-the-art facilities and joined Outwood Grange Academies Trust three years later.

Prior to achieving Academy status, just 48% of students achieved five GCSEs at Grade A*-C, including English and Maths. In 2018, 68% of students achieved the new measure: English and Maths combined at grade 4 or above.

The academy has undergone a huge transformation for its 1000 students, with an innovative curriculum and a personalised approach to learning enabling them to realise their vocational, practical, creative and academic abilities.

You can join us on our journey and build a career that's equally exciting.

Outwood Academy City, seeks applications from outstanding applicants with integrity, imagination and energy for this rewarding role, you will create a culture of success through high standards. Providing a safe and progressive environment for learning. We are looking for an exceptional candidate to provide efficient and effective support to the Academy Business Manager and Principal and be a strong leader to the Academy site team

Previous experience of working in a facilities/site manager role is essential. Experience of working in an educational setting is desirable but not essential. Driving is required. A flexible approach to work is necessary due to the opening and closing rota (hours to be worked between 7.00am and 18.30pm on a 3 week rotation).

The person appointed will have:

- An excellent knowledge of Health & Safety
- The ability to undertake the administration of compliance and due diligence documentation
- Appropriate processing of Purchase orders, work schedules and development projects
- Good working knowledge of computer packages including word processing, excel spreadsheets
- Ability to prioritise and manage own workload in a fast paced environment
- Co-ordinate the work of others to the appropriate standard

The academy benefits from being part of the Outwood Family of Schools, we will guarantee every member of staff receives CPD appropriate to the role.

Details of how to apply can be found on our website at www.outwood.com under vacancies. CV's will not be accepted.

A visit to the site is highly recommended please contact Jane Jones, Business Manager at j.jones.city.outwood.com to arrange.

Closing date: Monday 25th February 2019 (12noon)

Interview date: Thursday 28th February 2019

Please note that there is currently a job evaluation exercise being undertaken across the Trust. The salary advertised for this post is therefore subject to job evaluation and may change.

We are committed to safeguarding and promoting the welfare of our students. All offers of employment will be subject to enhanced DBS Checks.