

Oak Learning Trust
c/o George Washington Primary School
Well Bank Road
Washington
NE37 1NL
Tel: 0191 4906453

Site Manager at John F Kennedy Primary School

Start Date: January 2025

Contract Type: Permanent

Full time working pattern – including split shifts: Monday to Friday (hours to be arranged upon appointment). Some out of hours may be needed in emergencies.

Grade 4 SCP 12 - 17 (£26,421 - £28,770)

We are a successful primary multi academy trust looking to appoint a highly motivated and enthusiastic site manager at John F Kennedy Primary School. While this role is initially based at one school, there may be the requirement to work across or between schools in the Trust.

The successful candidate will be friendly, committed and able to use their own initiative. They will oversee all aspects of site management to provide a safe, secure environment for pupils, staff and visitors. This is a 'hands on' practical role requiring active site work as well as overseeing maintenance and security of the school site. Working with the Facilities and Estates Manager, the successful candidate will have relevant experience in site and building management.

Possessing excellent communication capabilities, they will be able to develop good relationships with the staff, pupils and wider school community.

The successful candidates will:

- provide a welcoming environment to all those visiting or contacting our school
- understand the need for flexibility in their role
- be able to work calmly under pressure in a very busy school environment
- possess excellent communication and IT skills
- be solution focussed and proactive in their approach
- be confident, competent and caring in dealing with children and adults
- be committed to their own personal and professional development
- be able to manage their own workload ensuring a good service is provided to the school
- be able to maintain confidentiality
- be enthusiastic and supportive of the Oak Learning Trust ethos

We can offer:

- Delightful children who are polite, respectful and enjoy school
- A positive, supportive staff team
- A happy and friendly working environment
- Good opportunities for professional development

Appointments can be made to visit the Trust to look around and find out more about the role. Please contact Andrew Halliwell, a.halliwell@olt.org.uk to make an appointment.

Application packs can be downloaded from www.olt.org.uk

Oak Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service. The Trust safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures. Applicants can view the Trust's child protection policies via our website.

This post requires a declaration under the Childcare Disqualification Regulations 2009, including Disqualification by Association

Completed applications should be returned FAO Glenda Wood, Trust Business Manager at enquiries@olt.org.uk no later than **9am, 14th October 2024**.

Closing Date: 9am, 14th October 2024

Interviews: 22nd October 2024