

ABINGDON LEARNING TRUST

- Role:** ALT Deputy Site Manager
- Contract type:** Full Time 37 hours per week (52 weeks per year with holiday entitlement in line with Oxfordshire County Council to be taken during school holidays)
- Salary Grade:** Grade 6 - £19,945 - £22,021 per annum
- Closing date:** 2 April 2019, 12 noon

Overtime as required e.g. lettings, school events

We are seeking to appoint an experienced, self-motivated, trustworthy and dedicated Abingdon Learning Trust Deputy Site Manager.

The successful applicant will work under the supervision of the ALT Site Manager to support the Trust schools within all areas of maintenance, cleanliness, health and safety and security. The potential candidate would benefit from experience of working as a caretaker and / or a trade background and experience of project management.

The successful candidate is expected to be able to communicate effectively both orally and in writing and would need to be able to use computer software competently. Good up to date knowledge of health and safety is essential to ensure statutory tests are carried out and accurate records maintained. An awareness of safeguarding of policies and practices is essential, training will be given.

- You will take responsibility for the security of a school site and day to day maintenance tasks to ensure a safe and high-quality environment for the school staff and pupils.
- You will have key holding responsibilities and ensure a system is in place for site security cover outside of opening hours.
- The role will oversee planned preventative and reactive maintenance activities, ensuring best value for the school.
- You will have experience to effectively manage external contractors.
- You will enjoy working as part of a committed and supportive team and have a flexible and positive outlook
- You will be a reliable individual, experienced and knowledgeable in Health and Safety practices as well as managing budgets
- You will have the ability to work from your own initiative for effective day to day management of the site and will work closely with the ALT Site Manager on strategic site plans.
- You will have good IT skills and good inter-personal skills.

A visit to the Trust is strongly recommended prior to interview to gain an insight into the school site, role and responsibilities.

As an Academy, Abingdon Learning Trust is an equal opportunities employer that recognises the terms and conditions of maintained schools, including maternity benefits and continuous service.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS disclosure.

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The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.

This is an exciting time to join us. As the Trust continues to flourish, your contribution and commitment will be part of that future. If you would like to find out more about the post, please email zbratt@abingdonlearningtrust.org or telephone Zoe Bratt, Chief Finance Officer on 01235 200239.

An application pack is available from the websites at Abingdon Learning Trust, Fitzharrys, John Mason, and Rush Common Schools, or via email from recruitment@abingdonlearningtrust.org

CVs alone are not acceptable.