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**Drake and Morice Town Primary Academies, Reach South Academy Trust are seeking to appoint an exceptional Site Manager to join the Schools as soon as possible**

**Post:** Site Manager

**Location:** 1 Johnston Terrace Ope, Plymouth, PL2 2EN

**Salary Range:** Grade E, £23,541 rising to a maximum of £25,991, per annum

**Hours/Contract:** Full-time, 37 hours per week. Permanent position.

**The Role:** This is role involves ensuring that both schools are maintained to the highest standard. It will involve undertaking the required routine of safety checks and co-ordinating any required actions to ensure the schools remain a safe and secure places. It will involve the supervision of the part-time caretaker who will assist the site manager in this role. This role will involve a split shift with both morning and afternoon working.

**The Person:** We are looking for a capable, diligent and proactive site manager to carry out general maintenance duties across the two sites in addition to supervising the work of the part time caretaker. These will include opening and closing the premises, carrying out regular safety compliance checks at both sites, including PAT testing, co-ordinating the work of contractors as required. Working in conjunction with the caretaker there will be the need to undertake general maintenance and decoration tasks to ensure both the schools remain a safe and pleasant environment for the pupils and staff. There are no regular cleaning duties assigned to this role.

You will need to:

* Be physically capable to lift, carry and move various items including deliveries.
* Have a good understanding and be able to apply regulations such as Health and Safety, legionella, asbestos awareness, working at heights, COSHE, etc
* Being able to problem solve and show initiative.
* Be able to direct the work of the caretaker effectively.
* Have good IT skills
* Have the ability to manage own time effectively and demonstrate initiative including establishing priorities
* Be able to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.
* Be able to adapt to changing and conflicting demands and requests.
* Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.
* Have the ability to demonstrate an understanding of working around children.
* Be able to adhere to the school’s policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.
* Be able to comply with Health & Safety regulations to ensure that all duties are carried out safely

In return, we can offer you:

* Working in a caring environment where both the children and staff enjoy learning.
* The opportunity to work alongside other members of the school and trust staff.
* Full training on job specific tasks.

**School Background:** You will be joining the academies at an exciting time as we continue to develop our curriculum to achieve the best possible outcomes for children. We have dedicated staff and our children love learning. We are a forward thinking school that has an exciting values led curriculum**.**

**Trust Background:** Reach South is a young and developing Trust which operates across the South West of England with the aim of delivering all through 3-19 education. We operate 14 academies in Plymouth, Bournemouth, Dorset and Wiltshire. We are building this Trust on a clear set of values, behaviours and curriculum principles. At the heart of those values and principles is a belief in our young people and a determination to support them to develop the knowledge, skills and attitudes to become the successful citizens for today and all of their tomorrows.

Our core business is delivering exceptional education for children and young people with a mission to help all pupils aspire to achieve beyond the expectations that others put on them. We do this through the development of a talented and committed workforce. In order to deliver exceptional opportunities for learning, we need highly motivated staff across all parts of the organisation.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues, within and beyond their school, to continuously develop their skills and pursue professional excellence.

**Next Steps:** So if you have any queries about this role, please get in touch by calling **Pamela Maher, Office Manager** on **01752 567649** or emailat**pmaher@drakeprimaryschool.co.uk** **.** If you are experiencing any technical issues, please contact **recruitment@reachsouth.org** for support.

All applications to be made directly through TES.

**Closing date:** for applications is **Sunday 28th November 2021 at Midnight.**

**Interview Date:** Interviews will be held on **Wednesday 8th December 2021.**

**To apply:**  Please visit our website at <https://www.tes.com/jobs/employer/drake-primary-academy-1060335>

**Opportunities and Benefits:**

We offer a competitive salary plus LGPS pension, great career progression and development opportunities, access to our Employee Assistance Programme with many other benefits.

We’re proud of how we support our staff in order that you have high levels of job satisfaction, are aware of the difference you are making for the children and families you work with and can see your contribution towards our community. There are regular opportunities for professional development and training, and a wider community of staff to network with within Reach South Multi Academy Trust. You will have the chance to visit other local schools, work alongside a range of outside professionals and take part in a variety of e-learning and face-to-face training.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Each post is subject to an enhanced DBS check.**

**Reach South Academy Trust is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees, or promoted employees.**

**Please note that Reach South Academy Trust can only consider applications from candidates eligible to work in the UK, and who can provide the required documentation and where a candidate does not need a Skilled Worker Visa.**