



Site Manager
Band 7, SCP 11 – 17 (£27,269 - £30,060 per annum)
37 hours per week, All Year Round
Permanent Position

A new and exciting opportunity has arisen for an experienced Site Manager to join Cavendish Primary School.

Cavendish Primary School is a two-form entry primary school for children aged 3-11 years, which has an excellent reputation within the local and wider community. With a current Ofsted rating of 'Good', Cavendish Primary School exists to prepare and support children for their future, in a happy, healthy and safe environment. We want all our children to enjoy learning and to have the highest expectations of themselves. Our school is about preparing children for their futures and life in modern Bradford, Britain and the wider world.

Cavendish Primary School is part of the Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academy and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

The Site Manager plays a key role at the school. You will be working closely with the Headteacher, Senior Leadership Team and Chief Estates Officer to not only manage the security of the building but to take a pro-active role in the maintenance and management of our school site and ensure that the school complies with all requirements of Health and Safety and risk management.

You will be the first point of contact for staff regarding maintenance and you will therefore be customer focused, polite and helpful. You will have great interpersonal skills to support and direct colleagues to contribute towards an outstanding learning environment for our pupils.

The successful candidate will;

- Undertake a variety of duties relating to maintenance of the buildings and grounds
- Be responsible for, and promote, the health and safety of all staff, pupils and visitors
- Be diligent and self-motivated in taking responsibility for all matters relating to school site oversight and maintenance
- Demonstrate a good understanding of all Health and Safety requirements and keep up to date with changes to legislation
- Supervise and direct the Site Team (caretakers) across both our sites – driving therefore is essential for this role
- Maintain the security of the premises, working closely with the Headteacher
- Have a flexible approach and the ability to use their initiative
- Possess excellent communication skills and use those to work effectively in a collaborative staff team
- Have a strong work ethic

Together we Exceed
work effectively in a

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The essential requirements of this role are;

- Minimum of GCSE Maths and English at grade C or above (or equivalent)
- Experience of working as a handyman, caretaker or site-keeper within a school or similar environment
- A full UK driving licence
- Detailed knowledge of policies, procedures and regulations relevant to the role

Closing date: Thursday 30th January 2025

Interview date: Thursday 6th February 2025

For an informal discussion regarding this opportunity, please contact Jonathan Nixon, Headteacher on 0127 4772175 or office@cavendishprimaryacademy.co.uk. Further details about our school can also be found on our website <https://cavendishprimaryacademy.co.uk/>

If you are interested in applying for this role, please do so by submitting an online application to recruitment@exceedacademiestrust.co.uk

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2024. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

