



## **CAMPUS SITE MANAGER**

Level 4A – New NJC Point 11-15 (previously point 21-24)  
(£21,166 - £22,911)

**Required as soon as possible**

**Up to 37 hours per week, all year round will include Shift Work**

A fantastic opportunity as arisen for an outstanding Campus Site Manager to join the team at Daubeney Academy and Springfield Primary School to oversee the maintenance, security and effective operation of the school buildings, facilities, site services and lettings programmes.

Duties will include:

- Ensuring the building and internal and external environments are safe and well maintained.
- Premises management, including all Health & Safety requirements. have a good knowledge of Health & Safety legislation (eg CoSHH);
- Managing the janitorial and cleaning provision.
- Liaising with contractors and ensuring appropriate insurance and risk assessments are in place.
- Ensuring the security of the building.
- Managing lettings.
- Negotiation of contracts.
- Have strong and effective inter-personal skills.
- Be punctual and reliable have a professional attitude to employment.
- Be flexible and hard-working, prepared to cover shift and weekends when necessary.
- Be committed to ensuring that CMAT and school policies are adhered to.
- Have financial awareness, possibly experience of managing a budget.
- Have a good standard of education including sound literacy, numeracy skills and IT skills.
- Be willing to undertake training and develop their skills.

In return:

- We offer professional development and expertise to enable staff to achieve excellence.
- We provide a highly supportive environment with opportunities to develop.

Previous experience and asset management is a must along with experience of motivating staff and managing work programmes. You must possess excellent communication and interpersonal skills at all levels as well as being a great team player. You must have a flexible approach to working hours, high standards and a positive attitude.

If you have an unwavering commitment to safeguarding young people, high levels of personal resilience and thrive in an environment where no two days are the same, then we want to hear from you.

We are committed to safeguarding and promoting the welfare of children. The successful candidate will undergo full DBS checks.





**Springfield**  
Primary



**Daubeney**  
academy

Visits to the schools are welcome. Please contact Mrs Wing on 01234 306000 (Springfield) and Mrs Johnson on 01234 400111 (Daubeney).

For a detailed job description, person specification and application form please contact the School Office visit the School's websites [www.springfieldprimaryschool.org.uk](http://www.springfieldprimaryschool.org.uk) [www.daubeneyacademy.co.uk](http://www.daubeneyacademy.co.uk).

Completed application forms should be emailed to Mrs J Carr, Head of Operations/HR, Challenger Multi Academy Trust, c/o Kempston Challenger Academy, Hill Rise, Kempston, Bedford MK42 7EB

**Closing date:** midday Monday 3<sup>rd</sup> June 2019

**Interview date:** TBC

