



Assistant Site Manager (Primary School)

Dorridge Primary School, a large three form entry, community Primary school with a nursery would like to appoint an Assistant Site Manager to provide an efficient support service to the school by assisting with the management of the school premises, ensuring a well-maintained, safe, clean and secure environment for staff and pupils.

Start Date: As soon as possible

Grade Band B
Full time equivalent range: £22,373 - £23,500 per annum, actual salary £19,971 to £20,641 per annum

Contract Permanent

Hours of Work Part time permanent, 32.5 hours per week
11:30 – 18:30 to include a half hour unpaid break
School operational hours are 06:30 – 18:30. Occasional cover will be required over a split shift to enable the opening and closing of site during periods of annual leave within the Site team.

Job shares would be considered for the right candidates.

The key responsibilities for this post include the following (a comprehensive job description is available):

- Responsibility for opening and closing the school site.
- Enable effective communication between staff, contractors and visitors as appropriate.
- Support the Site Manager to ensure the statutory duties of Health and Safety are complied with.
- Assume responsibility for the security of the premises ensuring access as and when required.
- To assist the Site Manager in maintaining cleanliness and general tidiness of the site and buildings.
- Advise the Site Manager of any Health and Safety issues, building defects, both internal and external, and any defective machinery or equipment.
- Ensure the appropriate movement of school furniture and accommodation requests are actioned on time.
- Ensure the distribution of all deliveries around school.
- Undertake general planned and unplanned maintenance or repairs when required within your own skillset

In return Dorridge Primary can offer you:

West Midlands Local Government Pension Scheme.

Cycle to Work scheme.



Free on-site parking.

Continued commitment to support and training.

A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity.

Dorridge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity, sexuality or religion. The successful applicant will be required to undertake an Enhanced DBS Disclosure and, in line with Keeping Children Safe in Education, will be subject to a social media online search

Application forms and further details can be downloaded from Arden Multi Academy Trust website <https://www.ardenmat.org.uk/careers/> or are available on request via email from humanresources@arden.solihull.sch.uk. Application form should be completed in full and attached to a letter of application. CVs cannot be accepted as part of our Safer Recruitment guidelines. Please address all correspondence to Mrs A Burnard, Trust Primary Business Manager.

Closing date: Monday 3rd June (10:00am)

Interview date: Monday 10th June

