



# Site Manager

Split shifts

30 hours per week/52 weeks per annum

Grade 6 (£18,163 to £19,992 pa)

The Community Inclusive Trust (C.I.T.) is a growing organisation and currently has 11 academies across Lincolnshire. C.I.T. is a multi-academy chain that challenges and supports its academies to provide the highest levels of education and care for their pupils.

This role is to be based at Poplar Farm School in Grantham; a newly opened two-form entry primary school. As part of the role, there will be opportunities to assist with the running of local C.I.T. sites to ensure the students' education can be delivered in a clean, safe environment enabling the learning to come first.

We are looking for a professional, dynamic individual with:

- Good communication skills
- Sound planning and negotiating skills
- Ability to manage own time effectively and demonstrate initiative including establishing priorities
- Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
- Knowledge or regulations such as health & safety, manual handling, COSHH, Legionella, etc
- Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
- Staff management experience

Key responsibilities of the post include:

- Security of the premises and its contents, including key-holder and first named contact for police in the event of an incident
- Ensure the premises are cleaned and supervise the work of cleaners
- Manage a maintenance and repair budget
- Carry out safety checks and ensure accurate records are maintained
- Carry out basic building repairs and maintenance works
- Energy management ensuring efficient running of the schools' heating, electrical, gas and water systems
- Assist in maintaining the asset management plan

In return, we offer a supportive trust, staff and governors with a proven track record in developing staff and the opportunity to gain further professional development.

For an application pack, please contact Louise Dell via email – [louise.dell@citacademies.co.uk](mailto:louise.dell@citacademies.co.uk) or visit our websites - [www.poplarfarm.eschools.co.uk](http://www.poplarfarm.eschools.co.uk) and [www.citacademies.co.uk](http://www.citacademies.co.uk) for further information and to download an application pack.

Closing date for the return of applications is noon on Friday, 23 November, 2018.

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to references and an enhanced Disclosure & Barring Service (DBS) check.**