



Perry Beeches
The Academy Trust

Vacancy

Deputy Site Manager

Perry Beeches V The All Through Family School
Talbot Way, Small Heath, Birmingham, B10 0HJ



Vacancy
Deputy Site Manager

Job Description

Contract	Full-time
Reporting to	Headteacher and Site Manager
Start Date	ASAP
Salary	£19,000.00 to £21,000.00 p/a (dependent on experience)
Closing Date	Thursday 12th October 2017
Interviews	TBC

Perry Beeches V The All-Through Family School (3-18) opened in September 2015 in the Small Heath area of Birmingham. As a growing Free School, PBV currently has Nursery, Reception, Year 1, Year 2, Year 7, Year 8 and Year 9. Each September we take in a new Nursery, Reception and Year 7 cohort.

This is an exciting opportunity to be part of a brand new growing school which has excellent facilities, a strong team ethos with high expectations, values and vision to ensure all children achieve their best.

Visits prior to applying are strongly recommended.

Please contact Mrs Mubarik, Headteachers' PA and HR Manager on 0121 289 3535 to arrange a tour of the school.

How to apply

The Perry Beeches The Academy Trust application form can be downloaded from our website www.perrybeechesacademytrust.co.uk/vacancies/

Please submit your application form, along with a letter of application explaining why you are applying for the post, your relevant experience and how this matches the essential and desired experiences/ qualifications on the job description and what you can offer to PBV.

Please send your application to:

Mrs Mubarik
Headteachers' PA and HR Manager
Perry Beeches V
Talbot Way
Birmingham
B10 0HJ
Email: kmubarik@perrybeechev.co.uk

Only those applicants submitting a Perry Beeches The Academy Trust Application Form will be considered.





Person & Job Specification

Deputy Site Manager

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteachers and Directors.

Job Purpose

To deputise for the Site Manager in their absence and assist the Site Manager to provide a clean, safe and secure environment for users of the school buildings and grounds

The role will involve

- All aspects of maintaining the building and the site.
- Working independently and as part of a team.
- Directing and supervising staff
- Completing statutory Health and Safety checks
- Securely opening and closing the site, depending on your shift.
- Ensuring the school is a clean and safe environment for all students and staff.
- Ensuring the school is fit for purpose.
- Ensuring the health, safety and security of the site at all times.
- Any other duties as deemed necessary by the Headteachers and/or Senior Leadership Team
- Being flexible and available to attend the school out of hours in case of an emergency.
- Driving the mini-bus as required.

Experience, Knowledge & Understanding

- Knowledge and understanding of building and facilities maintenance is essential.
- Understanding the importance of security on site for child protection is essential.
- Knowledge and understanding of Health & Safety is essential.

Skills

- Good oral communication skills are essential.
- Time management and the ability to prioritise and manage workload effectively in a fast paced environment.
- Ability to build relationships at all levels within our business.
- Ability to work under pressure and able to meet deadlines.
- Ability to understand and follow policies and procedures.
- Ability to work as part of a team.
- Ability to deal consistently with a wide range of people i.e. students, teachers and support staff.
- Ability to use initiative and common sense.
- Flexible approach to duties.
- Reliability and punctuality.

Qualifications

- Health and Safety Awareness essential
- COSHH training desirable
- Current MIDAS certificate desirable
- Any other qualifications or training relevant to the role e.g. Legionella awareness



A Commitment to;

- An awareness of, and complying with, policies and procedures in relation to Safeguarding, Health and safety, Confidentiality and Data Protection.
- Contributing to school life and building effective relationships with all members of the school community.
- Undertaking professional development relevant to the post.
- Developing professional skills and knowledge through induction and continuing professional development.

This is an exciting opportunity to join a growing team that is committed to delivering the highest quality for all students, regardless of ability or background, and creating a fully inclusive learning environment. We are committed to the professional development of all our staff. You should be committed to delivering the highest level of customer service.

Due to the high number of applicants, it is with regret that we are not always able to respond to all application submissions and, if you have not heard from The Academy Trust within 4 weeks of your application, you have been unsuccessful on this occasion.

