

CHILWELL SCHOOL

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| Post title | Site Manager |
| Disclosure level | Enhanced |
| Salary and grade: | Hay Band A, point 23-28 |
| TLR (If applicable) | n/a |
| Line manager/s: | Business Manager |

Founded in 1972 Chilwell School and Sixth Form occupies a prominent site of approximately 40 acres in Chilwell, Nottingham. As well as a secondary school on site there is a sixth form, and Chilwell Olympia, which shares the school's sports facilities and operational services.

Main purpose of the job:

- The Site Manager is responsible for the upkeep, maintenance and management of all buildings and associated plant.
 - The Site Manager will ensure that all building services are provided to the highest specification and meet the requirements of the School, its staff and pupils, taking into account health & safety standards and all associated regulations.
 - The Site Manager will directly handle all matters of building services, project management and facilities compliance.
 - The Site manager will work collaboratively with the managers and staff of the Chilwell Olympia leisure Centre on all matters of maintenance, compliance and health and safety ensuring that they are fulfilling their responsibilities in these areas.
 - To work under the direct instruction of senior staff to support access to learning for pupils and provide general support to the school and teachers in the day to day management of pupils and the classroom.
 - Support the aims and ethos of the school as defined in the staff handbook and school prospectus
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