



Academy

Academy Site Manager

- POST TITLE :** Site Manager – Sheep Dip Lane Academy
- GRADE :** Grade 6: Point 6 - 11 (52 weeks per year) £19,698 - £21,748. Salary negotiable according to enhanced skill set
- REPORTING TO:** Principal, Business Manager & Governors

The Directors of Exceed Learning Partnership are looking to appoint an effective Site Manager in order to support the Principal and Business Manager in carrying out a full range of duties to provide high standards of cleanliness, general security, maintenance, compliance checks and day to day development of the academy site, surrounding premises and sites.

Sheep Dip Lane Academy is a primary based in Dunscroft, Doncaster and offers 332 spaces. Sheep Dip Lane Academy converted to academy status in April 2020 under Exceed Learning Partnership Trust and is continuing to drive the vision the vision of the Trust forward.

We are seeking a dedicated, committed and self-motivated member of staff with appropriate qualifications and experience, who aspires to support our school on the flight to success. You must possess a proven record of site management and have demonstrable skills and abilities at managing projects, and keeping abreast of current legislation. Directors/Governors expect all serious candidates to visit the academy prior to short listing.

The role will include:

- ❖ Acting as primary key holder for the Academy
- ❖ Responsible for the security of three sites – locking and unlocking before and after school and responding to out of hours alarm call outs
- ❖ Being responsible for overseeing the cleaning operatives in our academy
- ❖ Administration and ICT duties
- ❖ Being practical and be able to perform handyman duties to ensure our premises are safe and comply with Health and Safety Guideline
- ❖ Supporting the development and delivering the sites estates and rolling maintenance strategy
- ❖ Ensuring all compliance checks are undertaken daily in line with legislation.

The Academy will offer:

- ❖ A high performing team of senior colleagues
- ❖ Very supportive colleagues with a team focused approach
- ❖ Full comprehensive programme of Professional Learning opportunities
- ❖ A committed ethos to providing the very best possible opportunities for the pupils within our care

If you feel that you can 'make a difference' to the pupils of Sheep Dip Lane Academy and want to be part of a committed team who aspire to provide the best possible educational opportunities for the young people of Doncaster, then please contact the Academy for an application pack. All applications must be emailed to school

E-mail: sdlp@sheepdiplane.doncaster.sch.uk

Phone: 01302 842464

Closing date for applications: Friday 1st October 2021

Interviews to be held: TBA

The academy is committed to safeguarding and promoting the welfare of children and the successful applicant will be required to undertake a Disclosure and Barring Service check (DBS).

If you have not heard from the academy after the short-listing date, then your application has been unsuccessful.