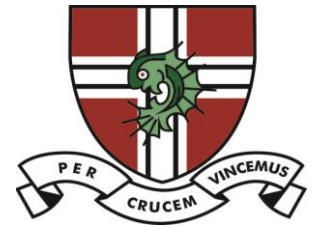


St John Fisher Catholic Voluntary Academy

Duty Manager – Weekends Only

Grade 6



An exciting opportunity has arisen for a dedicated individual with relevant experience and knowledge to join our team as Site Manager as soon as possible.

We are looking for someone who can supervise others and work flexibly to meet the needs of the school, ensuring that the whole school environment and services are maintained to a high and acceptable standard. The ideal candidate will be proactive and have an eye for detail to ensure that the school site is safe at all times. Previous experience in a similar role will be an advantage.

This is a permanent role, working on a Saturday and Sunday, all year round. The actual working hours will be agreed with the successful candidate. A degree of flexibility will be required to be able to respond to out of hour emergency call-outs.

Main Duties and Responsibilities:

Site Security

- Work with the Business Manager / Headteacher to ensure that the whole site and buildings are safe and secure.
- Act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours relating to the intruder alarm and fire alarm.
- Carry out security checks as required and ensure that all security systems are set at relevant times.
- Respond to emergencies, including severe weather, affecting the school premises outside normal hours.
- Assist with inspections to ensure the School always complies with Health & Safety requirements.

Maintenance and General Management of Site

- Make sure that the School site and buildings are clean, tidy, and maintained to a very high standard.
- Identify and draw to the attention of the Site Manager / Business Manager, works and actions necessary to keep the School site well maintained.
- Regularly inspect the School site and buildings to identify the need for repairs or replacements.
- Inspect the School site and buildings to identify aesthetic and functional improvements.
- Undertake numerous daily and seasonal maintenance, repair and decorations tasks around the site, inside and out as required, to ensure a safe environment and high standard is maintained.
- Undertake essential maintenance work in accordance with requests submitted by members of staff.
- Keep paths, access points and entrances free of snow and ice to ensure safe passage.
- To undertake work such as fire alarm testing, legionella monitoring, emergency lighting testing, fire appliance inspections, portable appliance testing and maintain appropriate records.
- To work outside of contracted hours for school events such as parents' evenings, performances and open events and ensure the site is secure once all staff have left the school.

Our application form for this post is available through our school profile on www.MyNewTerm.com, a link to this is available on our website. If you would like an informal conversation about this opportunity and / or to arrange a visit, please contact Anastasia Green on a-green@stjohnfisher.org.uk. Deadline for applications is **12 noon on Monday 27th November 2023**.

Blessed Peter Snow Catholic Multi-Academy Trust is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. Applicants should note that, in accordance with Keeping Children Safe in Education (2022), it is the applicant's responsibility to have made any necessary registrations relevant at the time of making this application which is required for people working or volunteering with children. Accordingly, any offer of employment made will be conditional upon the results of enhanced checks from the Disclosure & Barring Service ("the DBS") and Employer Access Online (regarding Teacher prohibition/disqualification from working with children and young people). Furthermore, since 1st September 2022 Keeping Children Safe in Education requires us to conduct online searches.