



**Associate Multi Academy Site Manager
East Sussex Grade 7, point 18 (£21,702)
37 hours per week all year round**

Passion – Urgency – Positivity – Aspiration – Commitment

STEP Academy Trust is an exciting, dynamic place to work that can offer great opportunities to the right candidate. If you are ready to take the next step in your career, join us as we 'Strive Together for Excellence in Partnership'.

STEP Academy Trust is seeking to recruit an Associate Multi Academy Site Manager to join the team at STEP Academy Trust in Hailsham. The position will be based at Phoenix Academy. The successful candidate should have practical experience and knowledge of facilities, maintenance, repair, security issues, and Health and Safety.

The successful person must be hardworking, highly organised and methodical, with excellent attention given to detail. The ability to deal with urgent matters calmly and prioritise a busy workload is essential.

Within this post, you will be dealing with a variety of people at all levels, so you must be an effective communicator, with good interpersonal skills and a willingness to work as part of a team. Professional standards and conduct are key within the role which involves liaising with a range of outside agencies.

If, after looking at the job description and person specification, which is on our website at stepacademytrust.org you would like to contribute to the continued improvement of our premises and estates management, we look forward to hearing from you.

You are welcome to contact us for an informal discussion about this post prior to application, please contact Roy Weller, Area Multi-Site Manager to make arrangements roy.weller@stepacademytrust.org

Please return completed application forms to roy.weller@stepacademytrust.org

Closing date: Wednesday 30th September 2020

Interviews: Week beginning Monday 5th October 2020

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an Enhanced DBS check and references.

CVs are not accepted