

STEP ASSOCIATE MULTI SITE MANAGER
East Sussex

Grade 7
37 hours per week

Passion - Urgency - Positivity - Aspiration - Commitment

STEP Academy Trust is looking to appoint someone who is committed to achieving the highest possible standards. Duties include:

- Liaising daily with the Multi Site Manager on caretaking issues.
- Supervision of the cleaners and the cleansing service of the Academy.
- Ensuring the security of the Academy premises.
- Opening and closing the Academy, including during unsocial hours following meetings.
- Light maintenance/ repairs.
- External cleansing of hard standing areas.
- Meeting contractors on site and instructing re necessary work.
- Accepting deliveries.
- Supporting other academies within STEP Academy Trust if necessary
- Helping to maintain the internal and external fabric of the Academy premises as a safe working environment.

As part of STEP Academy Trust we seek staff who believe in the Trust's Mission, Vision and Values. Visits to our academies are strongly recommended; to make arrangements to meet with our STEP Head of Premises and Estates to discuss the role, please contact Roy Weller - roy.weller@stepacademytrust.org

The full job description/person specification is available on the STEP Academy Trust website: www.stepacademytrust.org . Please return completed personal statements written in line with the Person Specification to Roy Weller - roy.weller@stepacademytrust.org

STEP Academy Trust believes that its workforce should reflect the local community and that all groups within the community should have equal access to the Trust's employment opportunities. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Closing Date: Wednesday 4th November 2020
Interview Date: Week commencing Monday 9th November 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. All posts are subject to an Enhanced DBS check. STEP Academy Trust is an equal opportunities employer.