

**STEP SITES MANAGER**  
**Hailsham, East Sussex**

**East Sussex Single Status Grade 4, Scale 10 (£19,312)**  
**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 Deputy Premises & Estates 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.

Our Hailsham Academies are part of STEP Academy Trust and we therefore 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 Area Multi-Site Manager to discuss the role, please contact Roy Weller – [roy.weller@stepacademytrust.org](mailto: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.

The full job description and application form are available on the STEP Academy Trust website: [www.stepacademytrust.org](http://www.stepacademytrust.org) . Please return completed application forms and personal statements to Roy Weller – [roy.weller@stepacademytrust.org](mailto:roy.weller@stepacademytrust.org)

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.

**CVs are not accepted, a STEP Application Form must be completed.**

**Closing Date:** Wed 4<sup>th</sup> Nov 2020, 12 noon  
**Interview Date:** Week commencing Monday 9<sup>th</sup> November 2020  
**Tenable:** November 2020