



**STEP Associate Multi Site Manager for East Sussex
Newhaven
36 hours per week.
Grade 7 SCP 18 - £22,689PA**

We are looking to appoint an Associate Multi Site Manager for our academies located in Newhaven, East Sussex.

We can offer you:

- enthusiastic children, who are keen to learn;
- a dedicated leadership team, who are committed to supporting and developing colleagues;
- excellent professional development and promotion opportunities;
- membership to Perkbox discount scheme;
- subsidised private health care with Benenden.

The successful candidate must:

- Experience of managing staff (for example cleaners);
- Minimum 12 months experience in a successful caretaker position (or similar);
- Experience of monitoring and liaising with contractors and suppliers
- Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by the academy cleaning staff;
- Involvement in recruitment exercises;
- A working knowledge and understanding of health & safety requirements of an academy or other public institution;
- To communicate clearly to all sections of the academy community both verbally and in writing;
- Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the academy community;
- Ability to operate as part of a team or individually as required;
- Be able to manage multiple sites;
- Be able to lead and motivate staff;
- Perform light maintenance and repairs;
- Demonstrate a willingness and enthusiasm for training and progression;
- Display and maintain a high standard of personal hygiene;
- Display a commitment to the Trust's equalities policies.

Our Academies are inclusive, with the highest academic standards; we will take children from all backgrounds and give them the knowledge, skills and confidence to flourish. The happiness, well-being and success of our pupils is at the centre of everything we do.

The Job Description and Person Specification fully outline the requirements of this post and can be found on our website: www.stepacademytrust.org . Supporting statements written in line with the Person Specification should be returned by email to: centralrecruitment@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. Applicants must hold the right to work in the UK.

Closing date: 25th July 2022

Interviews: TBC

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 satisfactory references. CVs are not accepted.