   
**JOB DESCRIPTION & PERSON SPECIFICATION**  
**Site Manager**  
Full-time, 37 hours per week

Salary/Grade: Grade E | SCP 8-11 £24,702   
Responsible to: Senior Leadership Team

Cedars Low Fell and Cedars High Heworth are part of Cedars Academy Trust. We educate children with complex needs from EYFS to KS4 at our school in Low Fell and young people with complex needs in Key Stages 3, 4 & 5 at our site in High Heworth, Gateshead (previously Colegate School). We are seeking to appoint enthusiastic and reliable Site Manager to begin in Summer 2025.

The hours worked during school holiday periods to be negotiated with the Head Teacher and School Business Manager dependent on the needs of the school. The role is primarily based at Cedars High, Heworth, but may involve working at our other site, Cedars Low Fell, as required.

To apply, please complete the application form and return it to [**recruitment@cedarstrust.org.uk**](mailto:recruitment@cedarstrust.org.uk)

If would like to have an informal discussion about the role, or arrange a visit of our site, please email **Gareth Kyle, Business Manager** at [**gareth.kyle@cedarstrust.org.uk**](mailto:gareth.kyle@cedarstrust.org.uk)

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| **Job Description**  **The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment** | | |
| **Summary of the role:** | | To be responsible for the security of the school and its contents, ensuring a clean and safe environment by undertaking various checks and cleaning tasks in line with health and safety regulations and to identify and undertake repairs as and when necessary. |
| **Accountable to:** | | Senior Leadership Team |
| **Main duties and responsibilities:** | * To be responsible for opening premises, ensuring the premises are secured with all alarms set properly after use, and to undertake key-holder responsibilities. * To undertake the cleaning of a specified part of the premises, including after lettings if required. * To be responsible for identifying and carrying out minor repairs including the operation of a range of hand tools and equipment. * To liaise with our facilities management contractor and other external contractors for work to be carried out within the school. * To order, monitor and take delivery of goods and materials as required. * To undertake risk assessments and fire safety procedures in line with health and safety regulations. * To be responsible for daily operational checks of CCTV equipment. * To be responsible for the daily maintenance of school vehicles. * To monitor and undertake checks in relation to water hygiene and emergency lighting. * To move and assist in moving furniture, equipment and materials around the premises, including before and after lettings if required. * To be responsible for securing the premises after break-ins, vandalism and weather damage, including clearing up or arranging cleaning assistance to clear up the effects of the damage. * To ensure that all hard surface areas and paths are free from litter and snow, all gullies and drains are free flowing, and to conduct basic safety and/or hygiene tests. * Such other responsibilities allocated appropriate to the grade of the post. | |

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| **Person Specification TEACHING ASSISTANT: KS 3, 4 & 5**  **The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment** | | | |
|  | **Essential** | **Desirable** | **Method of  assessment** |
| **Qualifications** |  | · BICS or equivalent  · IOSH  · COSHH (or a willingness to complete above qualifications) | Production of the applicant’s certificates |
| **Experience:** | Experience of:  · Caretaker role  · DIY and handyperson skills  · Working as part of a team | Experience of:  · Health and safety in a school environment | Contents of Application Form  Interview  Professional references |
| **Knowledge** | Knowledge of:  · Appropriate Health & Safety legislation | Knowledge of:  · Undertaking risk assessments | Contents of the Application Form  Interview |
| **Other Requirements post job offer** | Valid work permit and DBS clearances  Able to fulfil the Occupational Health requirements for the post  Appropriate Job References |  | DBS Clearance  Work permit/Valid documentation  Occupational Health questionnaire  2 satisfactory references |

COMPLETED APPLICATION FORMS SHOULD BE SENT TO: [**recruitment@cedarstrust.org.uk**](mailto:recruitment@cedarstrust.org.uk)

Or: Postal Address - CEDARS ACADEMY, IVY LANE, GATESHEAD, NE9 6QD

This Job Description is a general outline of the post as it is currently perceived by Cedars Academy. It is not intended to be restrictive or definitive.

The responsibilities of the post may change in line with continuous improvements as Cedars Academy aims to meet its vision and best respond to the needs of disabled people accessing our services.

This job description will be reviewed annually (and may be reviewed at any other time) and if necessary other duties at no higher level of responsibility may be interchanged with/added to this list as required following consultation between the post holder and the head teacher.

CEDARS ACADEMY IS AN EQUAL OPPORTUNITIES EMPLOYER

**Safeguarding Statement**

All staff and trustees are committed to our moral and statutory responsibility to safeguard and promote the welfare of all children at Cedars Academy. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and protection. Our safeguarding procedures apply to all staff volunteers, visitors and trustees and are consistent with those of the Gateshead Safeguarding Children Partnership.