



**CALTHORPE  
ACADEMY**  
Skills for the life we want

## **Assistant Site Manager**

36.5 hours per week, all year round

Pay: Points 23 to 27 (£32,076 - £35,745)

Calthorpe Academy caters for students aged 2 to 19. Pupils have a range of primary needs ranging from severe learning difficulties (SLD), Autistic spectrum (ASD) to profound and multiple learning difficulties (PMLD).

We are seeking to appoint an Assistant Site Manager with a flexible, adaptable and confident attitude to support the Site Manager in overall school maintenance, security (including opening/closing the school buildings), and health and safety across premises. You must be able to build and maintain effective relationships with parents, children and staff. The successful candidate will ideally have previous experience and be able to demonstrate excellent general maintenance skills. The ability to use your own initiative and a good understanding of the responsibilities of maintaining a school site is essential to the role. Please acknowledge that staff may be deployed to support other academies. You must hold a full UK driving licence.

In return you will receive a competitive salary and access to the School Advisory Service for a number of services, ranging from a 24/7 GP helpline to counselling and physiotherapy. Our employees also enjoy our employee discount scheme, offering discounts on holidays, shopping, and days out. We are a diverse and enthusiastic team, looking for the right candidate to aid our mission and provide our students with the 'skills they need for the life they want.'

Calthorpe Academy has been rated 'good' by OFSTED following our inspection in October 2023.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

**Application forms and details can be obtained via the web site.**

**Completed forms should be sent by email to [vacancies@calthorpe.thrive.ac](mailto:vacancies@calthorpe.thrive.ac)**

**Closing date: 12pm on Friday 12<sup>th</sup> April 2024.**

**Interviews held on Friday 19<sup>th</sup> April 2024.**

**Start date: As soon as possible**

*Calthorpe Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work; social media checks. **If you are invited to attend an interview you will be required to declare any cautions/convictions.***