VACANCY

Site Services Manager

Who are we:

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people can access Severndale Specialist Academy from Nursery through to Post 19 and have a range of learning difficulties.

Purpose of the Post:

To take day-to-day responsibility for the provision of efficient and effective management of facilities and to support the school. Including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards set by the school, and that heating and fire systems operate at optimum efficiency. The post holder will plan and prioritise own work and site team members without direct supervision. Evening and weekend work may be required. The postholder will require a full UK Driving Licence (manual)

The role involves liaising professionally, courteously, and politely with all stakeholders, trustees, members of staff, students, and parents.

Role requirements:

- 5 GCSE's grades 9-4 (A* - C) including Maths and English
- NEBOSH or willing to complete the training.
- Other relevant health and safety qualifications.
- Pool Plant Operations qualification (desirable).
- Significant relevant experience in building, fire, asbestos, legionella, COSHH and health and safety regulations.
- Practical maintenance skills with attention to detail.
- Ability to lead, manage and motivate.
- Ability to respect and maintain confidentiality.
- Willingness to undertake appropriate CPD including Fire Marshall, First Aid Training and Minibus training.

Skills required:

- Excellent verbal and written communication skills
- Excellent IT skills, particularly excel
- Excellent organisational skills
- Remain positive when under pressure
- Ability to deal in a professional manner with all internal and external contacts

What is included:

- Salary range Grade 6. SCP 18-22. Starting from £16.35 per hour.
- 37 hours per week for 52 weeks of the year
- Generous annual leave entitlement, starting from 25 days per year increasing to 33 days with long service.

- Monday – Thursday Start: 7.00am/Finish: 3.00pm
- Friday – start: 7.00am/Finish: 2.30pm
- Access to the School Advisory Service & Bike to work scheme
- Continuing Professional Development & Local Authority Pension Scheme

Closing Date: 12 noon Friday 7th November 2025

Interviews will be held on Wednesday 12th November 2025

If you want to further your career in a fast paced environment, then please complete the application form at www.severndaleacademy.co.uk and forward your information to our HR department at:

recruitment@severndaleacademy.co.uk

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children.
For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.
We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our schools commitment to safeguarding, please see our website for our school policies - https://severndaleacademy.co.uk/our-school/policies/