

**SITES MANAGER**  
**Newhaven, East Sussex**

**East Sussex Single Status Grade 4, Scale 9-10 (£18,426-£18,795)**

**37 hours per week**

**7.00-11.00 & 2.30-6.00 Mon to Thurs, 7.00-10.30 & 2.30-6.00 Fri**

**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 Newhaven Academies are part of STEP Academy Trust and we therefore seek staff who believe in the Trust's Mission, Vision and Values.

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 Paul Murphy, STEP Deputy Premises & Estates Manager – [paul.murphy@stepacademytrust.org](mailto:paul.murphy@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:** Friday 2<sup>nd</sup> August 2019, 12 noon  
**Interview Date:** Week commencing Monday 5<sup>th</sup> August 2019  
**Tenable:** As soon as possible