



## Site Manager

The Forge Trust is an expanding Multi Academy Trust and wishes to appoint a motivated Senior Administration Assistant to work within The Python Hill Academy. The successful applicant will be responsible to the Principal and the Finance Director.

**Location:** The Python Hill Academy

**Salary details NJC:** Grade 4, Point 8-14 (£26,824 - £29,540)

**Appointment type:** Permanent - 37 hours per week to begin 3<sup>rd</sup> August 2026 (Split shift)

**Closing Date:** Thursday 14<sup>th</sup> May 2026 at 12 noon

**Interview date:** Wednesday 20<sup>th</sup> May 2026

The Python Hill Academy are seeking to appoint a dedicated, proactive and enthusiastic Site Manager to take responsibility for the care and maintenance of the premises.

This is a full-time and permanent role and you will be responsible for the security of the premises and its contents; compliance with legal regulations, building codes and approved codes of practice; operation of fire and security alarms and the operation and suitability of lighting and heating

### **The successful candidate will:**

- Alongside the Senior Leadership Team be responsible for children entering and exiting the school site and ensuring gates are opened and locked at the correct time.
- Be observant and enthusiastic about performing to the best of their ability and take pride in maintaining the school site to a high standard.
- Have outstanding customer service skills and be a polite and professional individual with great time keeping and time management skills.
- Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
- Carry out maintenance tasks in a professional manner with health, safety and safeguarding at the fore.
- Monitor the cleaning team and report back to the contractor.
- Be a key player in ensuring the high standards of compliance are maintained and that facilities are safe and the best that they can be.
- Be able to carry out repairs such as building, decorating, plumbing, carpentry etc.

Visits to the School are warmly welcomed and positively encouraged. To arrange a visit, please contact our Office Manager Julie Parkin either by phone: on 01623 464164 or email: [jparkin@pythonhill.co.uk](mailto:jparkin@pythonhill.co.uk)

**Due to this post having access to children, the successful candidate will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.**