



Site Manager

DATES:	Apply by midday on Monday 8 th January 2024
TITLE:	Site Manager
SALARY:	Grade 6 (£30,930 - £36,072) <small>(OJL)</small>
LOCATION:	Nishkam High School – Birmingham
REPORTING TO:	School Business Manager
TO COMMENCE:	ASAP
CONTRACT TYPE:	Permanent; 40 hours per week; 7.45 a.m. to 4.15 p.m. (the role may involve some additional hours and working weekends). The exact hours of work will be agreed with the successful candidate. Part Time will be considered for the right candidate.

HOLIDAY: **26 days plus Bank Holidays**

The Role

The successful candidates will lead the everyday running and maintenance of the school to ensure that our students and staff can learn and work in an environment that is safe, secure, and well presented. We welcome applications from candidates who have relevant experience of working in a maintenance and health and safety environment and who have good literacy and numeracy skills with the ability to successfully lead and manage a small team of staff.

The post holder will be responsible for the maintenance and security of the buildings and grounds, ensuring the cleanliness of the site as a welcoming, safe, and secure environment for students, staff and visitors, and will take responsibility for the ensuring full compliance with current health and safety legislations, as well as leading and managing the Site Supervisor. The post holder will be responsible for performing varied maintenance tasks or project work including minor repairs, decorating and improvement works. You will be responsible for providing a comprehensive service for building and grounds maintenance, cleaning and health and safety across the site.

The Site Team also provides an important out of hours service to both internal and external users and events, ranging from parents' evenings to hiring of the facilities for functions.

The candidate will need to be flexible, efficient and able to support the effective running of the site. A Driving license would be advantageous, and the Site Manager may be called out of hours in case of an emergency.

The School

Nishkam High School is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs and those of no faith. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

The core of Nishkam education is the triple pursuit of academic excellence, creating a community that supports children and nurturing a strong values-led approach to life.

Nishkam School Trust has opened four schools to date:-

- Nishkam Primary School Birmingham – September 2011
- Nishkam High School – September 2012
- Nishkam School West London – September 2013
- Nishkam Primary School Wolverhampton – September 2014

Nishkam School Trust (NST) are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure and Barring Service Check.

To apply:

- You need to complete an application form, which you can access from our website <https://www.nishkamschooltrust.org/nhsb/page/?title=Vacancies&pid=127> or contact the school office on 0121 348 7660
- Applications will be completed using our recruitment portal by **midday** on Monday 8th January 2024
- Successful applicants will be contacted on week beginning the 8th January 2024
- Interviews will be held week commencing 15th January 2024