

Post Title:	Site Manager
School:	Woodside Academy
Location:	Colyers Lane, Erith DA8 3PB
Status:	Permanent
Hours/Percentage of Week:	36 hours (10am-6pm or 11am-7pm)
Weeks per year:	52
Grade:	Bexley Scale 8
Post Start Date:	1st December 2021
Closing Date for Applications:	Noon on Friday 29th October 2021

Woodside Academy

At Woodside Academy, we are at an exciting point of improvement and are seeking to appoint dedicated staff who share our vision and values. We are an all age special school (5-19), catering for children and young people with a range of learning difficulties, including Autistic Spectrum Disorder (ASD) and-moderate learning.

Woodside is part of the Belmont Woodside Federation as such both Belmont and Woodside academies joined the London South East Academies Trust, LSEAT, in April 2019.

We are committed to enabling our young people to achieve their best in education and in preparation for future life. We have high expectations for all our young people, we strive to ensure that individual needs, interests and abilities are recognised and met. We celebrate difference whilst encouraging curiosity and creativity. We work hard to enable our young people to be independent, resilient and able to make positive life choices, confidently contributing to and being valued by the communities in which they live.

Vacancy

Our current Site Manager is relocating, so we are looking for an enthusiastic Site Manager to manage and to be responsible for the maintenance, security and cleanliness of the school premises & site. Represent the school in dealing with contractors & suppliers involved in the repair and upkeep of the building and site and be responsible for the school premises when they are used for external lettings. The ideal candidate will enjoy spending time with children and be accepting of their additional learning needs. Hours of work are currently either 10am-6pm or 11am-7pm.

We offer:

- Friendly, enthusiastic, delightful pupils and students
- A committed and caring staff team
- A proactive and supportive SLT and governing body
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Very small class sizes with high pupil/staff ratio

The Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The school therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages. The school is committed to equality and diversity in employment practice and service delivery.

Visits to the school are strongly encouraged. To request an application form or for an informal discussion please contact Office Manager on: 01322 350123 or officemanagerwoodside@bwf.education

For further information about the Academy please visit our website: www.woodside.bexley.sch.uk

References will be requested for those short listed only and prior to interview. Only those shortlisted for interview will be contacted.