North Ridge High Specialist Support School

Job Description:
Assistant Facilities Manager

**Job Details**

**Contract type:** Full Time – Permanent

**Salary:** Grade 4

**Reporting to:** Site Manager/Business Director of North Ridge High Specialist Support School

**Application closing date:** 12 noon Monday 20th January 2025

**Start Date:** As soon as possible

North Ridge is an Outstanding specialist support high school for pupils with persistent and complex special educational needs, aged 11-19 years. We are a fast developing school split across two sites, that incorporates a range of student led businesses located at our 6th Form Hub in Cheetham Hill.

**Main Purpose of Post**

A fundamental part of the role will be premises management and health and safety compliance. You will be responsible for the maintenance and security of the buildings and grounds, ensuring the very high standards of cleanliness and hygiene. You will have management responsibility for a team of staff, working together to ensure a welcoming, safe and secure environment for pupils, staff and visitors, and taking responsibility for ensuring full compliance with current health and safety legislation.

You must also be willing to undertake routine maintenance, including painting and decorating, DIY and general repairs. Flexibility is essential to support school events taking place outside of hours. The Assistant Facilities Manager is expected to attend to emergencies outside of school hours, therefore a full driving licence would be desirable.

You should be able to demonstrate good ICT, literacy and numeracy skills for accurate record keeping. Good communication skills are essential, you should be able to relate well to children, staff and visitors, being able to interact with them in a friendly, positive and professional manner.

Previous experience as a Site/Facilities Manager is desirable.

The successful applicant will benefit from working in a school wth a positive, caring, ethos where team work is important and a supportive staff development and training programme is available.

* A dedicated and friendly team of professionals who are keen to develop and learn.
* Excellent CPD opportunities to grow and development through mentorship and coaching.
* Onsite parking.
* Onsite canteen and gym

Closing date: 20th January 2025

Interviews: W/C 27th January 2025

Please telephone or email for further details and an application pack.

Prospective candidates are welcome to visit the school.

The Governors of the school are committed to safeguarding pupils in the school and this post will require an enhanced DBS clearance.

This post is also subject to satisfactory references, proof of right to work in the UK in accordance with the Asylum and Immigration Act 1996 and other pre-employment checks where applicable.

We are an Equal Opportunities Employer and we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Candidates are required to complete and application form available online, via the school website or by emailing hr@northridge.manchester.sch.uk All applications should be returned to hr@northridge.manchester.sch.uk