



Create Partnership Trust

Birmingham

Creating futures through our shared values of excellence, partnership and perseverance

BUILDING SERVICES MANAGER

Required for February 2018 (or earlier if possible)

(permanent and part-time)

20 hours per week, all year round

Grade 3 (£19,430 - £24,964) pro-rata

DO YOU HAVE THE EXPERIENCE, ATTENTION TO DETAIL AND CUSTOMER SERVICE NEEDED TO ENSURE OUR SCHOOLS ARE MAINTAINED TO A HIGH STANDARD SHOWING THE UPMOST REGARD TO HEALTH & SAFETY AND SAFEGUARDING?

We are looking to appoint a Building Services Manager, located initially at Hodge Hill Primary School.

The successful candidate will be required to work on their own initiative ensuring that the school premises and grounds are secure, safe, clean and tidy by;

- Being responsible for the management of the provision of security, janitorial and cleaning services and associated staff
- Monitoring the work of external contractors on site
- Ensuring health & safety issues are addressed in a timely manner
- Having responsibility for the management of the repairs and maintenance on the school site
- Being a key-holder, opening up and closing down the site, Monday to Friday
- Any other duties as commensurate with the grade in order to ensure the smooth running of the school

We are looking for someone who is:

- An excellent communicator
- Enthusiastic, hardworking and reliable with a flexible, can-do attitude
- Excellent organisational, planning and time management skills
- Ability to manage multiple projects simultaneously
- Ability to work with senior management to set project and operational targets
- Self-motivated, dynamic and a good team player

Formed in September 2016, the growing family of schools in the Create Partnership Trust are working closely together to ensure that children receive the best opportunities. Staff in our schools come together to complete joint projects and create positive futures. Our goal is to ensure that the children come first – always. These are exciting times to join Create. We welcome change, development and innovation, especially from our staff!

Interested? Find out more by contacting Emily Hartland at Create Partnership Trust on 07712 436 732 or email: e.hartland@greet.bham.sch.uk. Informal discussions with the Headteacher and/or informal visits to the school are warmly welcomed. To arrange a visit please contact Emily.

You can download an application pack from createpartnershiptrust.org.uk or hodgehillprimary.bham.sch.uk. Please return your completed application form to e.hartland@greet.bham.sch.uk.

CLOSING DATE: Friday, 19th January 2018 at 9am.

INTERVIEWS: Friday, 26th January 2018

Create Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

The vision for Create Partnership Trust encompasses the growth of an inspirational family of schools, built on a peer support and challenge model, so that barriers to optimum achievement are removed and where effective practice is systematically shared.

For more information visit: www.createpartnershiptrust.org.uk or contact Emily Hartland on 07712 436 732 or e.hartland@greet.bham.sch.uk. Applications using the Create application form (no CVs please).