



# Job Advert

## SITE MANAGER UNIVERSITY COLLEGIATE SCHOOL BOLTON

### QUEST (A Church of England Schools Trust)

QUEST Academy Trust is a successful and vibrant organisation that provides a caring and thoughtful quality of education across our family of schools within the Northwest region. Established in 2014, we have 4 Good primary schools, nursery settings with before and after school club provisions and the University Collegiate School, Bolton comprising of secondary and sixth form education.

QUEST Academy Trust educates over 1700 children and young people across its five schools and nursery provisions within the Northwest. Each of our schools are recognised individually – each have their own legacy and history focused upon the educational needs of its children and community.

#### Site Manager

We are seeking an experienced and dedicated Site Manager to join the team at the University Collegiate School, Bolton and support the day-to-day maintenance, cleaning and security of our schools' premises and sites, during and out of school hours, thereby ensuring a safe working environment.

#### Key Responsibilities:

- Carry out general maintenance and repairs across our school sites
- Ensure the cleanliness and tidiness of the school premises
- Oversee the security of the school buildings and grounds
- Liaise with external contractors and service providers
- Manage the caretaking and cleaning teams
- Respond to emergency situations and out-of-hours call-outs

#### Requirements:

- Experience in a similar site management or caretaking role
- Strong practical and technical skills for maintenance and repairs
- Excellent organisational and time management abilities
- Ability to work independently and as part of a team
- Good communication and customer service skills
- Willingness to work flexible hours, including evenings and weekends

#### Desirable Qualities:

- Knowledge of health and safety regulations
- Experience in managing a team of caretakers and cleaners
- Familiarity with school or educational settings

Salary: QUEST Grade D NJC 9 - 14 £26,409 - £29,093

#### Why Join QUEST?

- Wellness Day - An additional day leave for you to spend time on your own wellness. A day to rest and recuperate, bringing your best selves back to work
- Family Friendly Policies
- Comprehensive CPD opportunities
- Pension scheme
- Cycle to work scheme
- See employee benefits brochure for further details

This is an excellent opportunity to join our dedicated central team and contribute to the smooth operation and well-being of our school community. If you have the necessary skills and experience, we encourage you to apply.