

Come and work for Halifax Opportunities Trust's Children's Centre Team.

You will benefit from:

- Accredited Living Wage Foundation Employer
- 30 days Annual leave plus Bank Holidays per year
- In house training and support with professional qualifications
- Mindful employer, a national initiative supporting employees to take a positive approach towards mental health at work
- Full sick pay after a qualifying period

SITE MANAGER – PERMANENT POSITION

Main base is Jubilee Children's Centre working across Children's Centres in the Central Halifax and Upper Valley areas

37.5 hours per week

Working between the hours of 6.00 am – 2.00 pm Monday – Friday.

Salary –£24,089.33 per annum

We are looking for a hardworking, dedicated team member to be responsible for the maintenance, security and facilities management of our Children's Centres.

Key responsibilities:

- To be a key holder responsible for the opening and closing of the Children's Centres
- To be responsible for the upkeep of the Children's Centres premises including health and safety and ensuring that adequate security is maintained at all times.
- To work with and develop relationships with suppliers and contractors, providing effective communication, maintaining accurate and understandable records and collating certificates required for contract compliance.
- Supervision of a small team of cleaners

You should apply for this role if you have:

- Working knowledge of H&S and COSHH
- The ability to organise routine caretaking, cleaning, repair and maintenance tasks
- Experience of carrying out general repairs and maintenance
- Experience of carrying out gardening tasks
- Experience of maintaining accurate and understandable records and collating required documents/certificates.
- Experience of organising and arranging contractors to ensure repairs and maintenance are carried out in a timely manner
- A full UK driving licence and use of car for work purposes

We offer opportunities for ongoing professional development and further training.

Halifax Opportunities Trust is committed to safeguarding and promoting the welfare of children and providing equal opportunities in employment. This post is subject to an enhanced DBS check and satisfactory references.

Closing date for applications is Thursday 22nd June 2023, interviews will be held 29th June 2023.

For an informal discussion regarding the above post please contact Andrea Briggs on 01422 342552

To apply, please visit our website on www.regen.org.uk to view the job description and personal specification and complete an application form

