



HEELANDS SCHOOL
Glovers Lane
Heelands
Milton Keynes
MK13 7QL
01908 316 306
heelands.org



THE BLUE SKY FEDERATION

SUMMERFIELD SCHOOL
Downley Avenue
Bradwell Common
Milton Keynes
MK13 8PG
01908 662 585
summerfieldschool.org



EXECUTIVE HEADTEACHER: **Ian Fraser**

ASSOCIATE HEAD: **Rebecca Daley**

FEDERATION OPERATIONS MANAGER

Multiple Sites (Permanent)

Grade F from £29,777 to £33,945 per annum (Depending on experience)

Working Hours: To be agreed (Between 7:15am and 5:30pm)

37 hours per week, 52 weeks per year

27 days holiday (plus public holidays), increasing with service

Start Date: ASAP

Working across two sites, Summerfield and Heelands School, we are seeking to recruit a Federation Operations Manager to ensure that the school premises and grounds are maintained to the highest possible standards, providing a clean, safe and secure environment for our pupils and whole school community.

You will:

- Confidently assume responsibility for the maintenance and security of the school premises and sites so that everyone in our school community is safe at all times,
- Use your excellent knowledge of Health and Safety protocols to ensure compliancy and robust record keeping and reporting procedures,
- Be openly committed to the vision and direction of the Federation,
- Take responsibility for the management of the school buildings and grounds, as well as day to day maintenance and practical caretaking tasks,
- Organise and oversee the work of onsite contractors for maintenance and premises services in school (including the cleaning team),
- Be able to undertake minor repairs and maintenance tasks,
- Have primary responsibility for the opening and closing of the school premises,
- Have an approachable, warm and welcoming attitude towards the children,
- Oversee and act as first point of contact to facilities lettings as required.

If you would like to be part of our team, please e-mail recruitment@heelands.org to request an application pack, or contact either school on the above telephone numbers for further details or to arrange a visit.



Interviews :
Friday 15th March 2024

Application closing date:
9:00am on Monday 11th March 2024

Shortlisting:
Monday 11th March 2024

