



# Part time Site Manager Job Pack



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# Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Sir Steve Lancashire**

**Chief Executive, REAch2 Academy Trust**



# Letter from Charlotte Hopkins, Head teacher, Henhurst Ridge Primary Academy

Dear Candidate

## **Welcome Message from Head teacher**

We are in on our third year of opening and it continues to be an exciting journey we are on with our school evolving and developing each day! From how we organise outdoor play and assemblies to what extra-curricular activities we will provide for our children. Every day is new and exciting and we would love for you to be part of this amazing journey with us!

With State-of-the-Art facilities, including: the latest Promethean board technology for teaching, a Drama Studio, Cooking & Specialist practical area, an outdoor classroom & Multi Use Games Arena; the learning opportunities are endless! We continue to put our own personalised stamp on a brand-new building.

Our school mascot, the Hen Harrier, helps to spell out our seven core values which underpin all aspects of academy life which mirror REAch2's Touchstones:

- **Honesty**
- **Aspiration**
- **Responsibility**
- **Resilience**
- **Innovation**
- **Everyone working together**
- **Respect**

We want staff that can contribute to these values, who truly want to make our school a great place to be in all aspects and are committed to providing an exciting, innovative and hands on curriculum where children learn through experience and are not afraid to make mistakes. Team work is key and being

ready to roll your sleeves up and turn your hand to anything in the first few years of opening is an essential. We want someone who wants to contribute to shaping our school.

If you think you can do this and you can ***'provide the roots for our children to grow & the wings to fly,'*** this is the school for you! Apply now!

Yours sincerely,

**Charlotte Hopkins**

**Head teacher**

**Henhurst Ridge Primary Academy**

## Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)



# The role

## Permanent Part Time Site Manager at Henhurst Ridge Primary Academy

<b>Role:</b>	Permanent Part Time Site Manager
<b>Location:</b>	Henhurst Primary Ridge Academy, Henhurst Ridge, Burton upon Trent, Burton-on-Trent DE13 9TQ
<b>Salary:</b>	Staffordshire NJC Grade 6 Scp 9 to 15 (FTE £20,904-£23,541)
<b>Start Date:</b>	ASAP
<b>Closing date:</b>	9am Monday 26 <sup>th</sup> April 2021
<b>Interviews:</b>	Thursday 29 <sup>th</sup> April 2021
<b>Hours:</b>	25 hours 7am-12pm full year – hours of work can be flexible by mutual agreement
<b>Actual Salary:</b>	£14,124 - £15,906 (part-time)

We are looking for someone who can ensure the smooth running of our school through statutory compliance and excellent health and safety procedures. You will be well-organised, thorough and able to manage your own time well. As we are currently a small team, you will be willing to turn your hand to anything and be a great team player with good communication skills. We are a growing school that opened in 2018 increasing in size each year as we take on a new year group. In view of future growth, there is the potential for increased hours in coming years should the successful candidate wish.

In turn we can offer you:

- a fun place to work where no two days are the same!
- you will work with a close-knit team who are friendly and supportive where everyone gets stuck in and does all they can to help each other.
- training will be provided by REAch2 Academy Trust's Estates Team if required

- you will be joining the REAch2 Academy Trust – a national family of primary academies committed to raising standards and achieving excellence for all pupils, whatever their background or circumstance.

# The application

You are invited to submit an application form to [recruitment@henhurstridgeacademy.org](mailto:recruitment@henhurstridgeacademy.org).

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

**Visits to the school can be arranged outside of school hours. If you would like to arrange a visit or discuss the role in more detail, please contact Jane Dennis on 01283 372200**

## The application process and timetable

<b>Application deadline:</b>	9am Monday 26 <sup>th</sup> April 2021
<b>School visits:</b>	See above
<b>Interviews:</b>	Thursday 29 <sup>th</sup> April 2021
<b>Contract details:</b>	<a href="mailto:recruitment@henhurstridgeacademy.org">recruitment@henhurstridgeacademy.org</a> / <b>01283 372200</b>
<b>Start date:</b>	As soon as possible

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. Unfortunately, we are unable to give feedback regarding the shortlisting process.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

## Job Description

<b>Job title</b>	Site Manager
<b>Salary Scale</b>	Grade 6 SCP 9-15
<b>Hours</b>	25 hour week, year round contract. Hours 7:00am - 12pm (hours of work can be flexible by mutual agreement)
<b>Responsible to</b>	School Business Manager and Headteacher
<b>Responsible for</b>	All aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school, ensuring a safe environment for all.
<b>Purpose of Job</b>	
<ol style="list-style-type: none"> <li>1. To be responsible for security, cleanliness, portering, monitoring/liasing with contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.</li> <li>2. To be responsible for procurement of services in order to achieve best value and monitoring of the premises budget.</li> <li>3. To be responsible for carrying out regular and systematic risk assessments and safety checks across the whole school, COSHH, water hygiene etc.</li> </ol>	
<b>Context of Role</b>	
<ul style="list-style-type: none"> <li>• The Site Manager will lead the premises team within the school, directed by the Headteacher and Senior School Business Manager.</li> <li>• The school welcomes staff of high professional standard and shares the responsibility with each member of staff for continual review and the development of expertise.</li> </ul>	
<b>Site Manager</b>	
<ul style="list-style-type: none"> <li>• To ensure that the management and maintenance of the school buildings and environment are effectively undertaken.</li> <li>• To be responsible for the health &amp; safety of the site.</li> <li>• To undertake repairs and DIY projects.</li> <li>• To create and maintain an effective premises team ensuring that the changing needs of the school are met through training and development of the premises staff.</li> <li>• To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health &amp; Safety regulations are strictly adhered to. (This will not be relevant until other site staff are appointed.)</li> </ul>	
<b>Premises Management - (some time may be allocated to Scientia Academy during the first year of opening)</b>	
<ul style="list-style-type: none"> <li>• To monitor the day to day maintenance, repair and cleaning of the school.</li> <li>• In conjunction with the School Business Manager (SBM)/Headteacher to monitor the day to day maintenance and repair budget and the cleaning materials budget.</li> <li>• To attend relevant sections of Governors' meetings on an ad hoc basis if requested.</li> <li>• To advise on a rolling programme of redecoration/refurbishment.</li> <li>• To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received.</li> </ul>	

- To assist the SBM/Headteacher to prepare documentation for tenders or specifications of small to medium projects.
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate.
- To monitor work requests in the online premises book ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.
- To instruct and supervise the grounds contractor ensuring the school grounds are maintained to a high standard.
- To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard.
- To undertake the appraisal reviews of site staff, ensuring continuing professional development in liaison with the School Business Manager. (This will not be relevant until other site staff are appointed).

#### **Security**

- To be responsible for the security of the premises, liaising with Police and other emergency services in this respect as necessary.
- To be responsible for unlocking and locking up the school during term time and during school closure periods at both Henhurst Ridge Primary Academy and Scientia Academy (when needed and by prior request).
- To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms.
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded.
- To monitor, report and advise the SBM/Headteacher on all security matters.
- To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as main keyholder for the school on call-outs.
- Facilitate lettings and carry out associated tasks. (Any request for lettings is discussed and agreed with the site manager. Additional payments to facilitate lettings are made to the site manager in line with agreed schedules.)

#### **General Site Duties**

- Carry out the cleaning duties around the school.
- To set and monitor the school heating and hot water systems.
- To take energy readings on a monthly basis.
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- Arrange to or clear blockages, remove foreign matter from sinks, toilets, drains and clean up spillages as required.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.

- To ensure the main school hall floors are kept clean and polished.
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To manage the provision of portaging furniture and deliveries as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
- To ensure that orders received into school are delivered to the appropriate area / person as necessary.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded.
- To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly.
- To maintain stage and drama equipment.
- To ensure all indoor and outdoor plants are adequately watered during school closure periods.
- To undertake minor window cleaning as required.
- To collect and dispose of all waste, refuse and surplus materials.
- To clear up bodily fluids after accidents adhering to health & safety procedures.
- To coordinate and perform the summer deep clean and other specialist cleaning regimes during times of school closure.
- To carry out emergency cleaning if required.
- May be required to drive the school minibus/and/or carry out weekly minibus maintenance checks. (This is for future years).

#### **Health and Safety**

- To ensure that all working practices for the Premises Team comply with current legislation.
- To provide safe access to the school in the event of snow, ice or flooding.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- To perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to the Headteacher immediately.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures.
- Liaise with SBM/Head teacher to formulate risks assessments where applicable.
- Assist with all types of evacuation and lockdown procedures.

#### **Whole School/Other**

- To maintain the school's equipment and plant inventory.
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained.
- To order repairs and maintenance items in liaison with the SBM.
- To maintain a log of all inspections and checks carried out.
- To establish and maintain a list of repairs / improvements.
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
- To maintain all tools and equipment in good repair and arrange for the training of members

of the Premises Team on their safe use.

- To ensure mechanical equipment is inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.
- To assist the SBM with obtaining tenders and quotes.
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the SBM.

*The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher. This job description will be reviewed annually and may be amended at any time, to meet the changing demands of the school, following discussion between the Headteacher and member of staff.*

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**Henhurst Ridge Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the Academy's pre-employment checks.**

**Henhurst Ridge Primary Academy recognises that all individuals have fundamental human rights and therefore adopts a rights based approach to equality. We shall develop practices that promote the right for everyone to participate in all aspects of life within school by promoting initiatives that remove barriers to participation and by actively promoting equality and social inclusion.**

**We recognise that prejudice and inequality of opportunity exist within life and we commit ourselves to challenging and redressing these injustices by applying equal opportunity within school.**

## Person Specification: Site Manager

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience or skills in a trade</li> <li>• Risk Assessment experience</li> <li>• Staff management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience as site manager in a school setting</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ 3 Building Maintenance &amp; estates service, or equivalent qualification in a relevant discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Current First Aid certificate</li> <li>• Qualification in Risk Assessment</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• The ability to understand and apply regulations such as health &amp; safety, manual handling, COSHH, Legionella etc.</li> <li>• Understanding of the school's policies and procedures and most importantly the equal opportunities policy, safeguarding and child protection policy and all health &amp; safety related policies.</li> <li>• An extensive working knowledge of Health &amp; Safety regulations to ensure that all duties are carried out safely</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• The ability to operate and understand electrical/mechanical systems</li> <li>• Competent at basic building repairs and maintenance</li> <li>• To be able to use small industrial, electrical and mechanical equipment</li> <li>• Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.</li> <li>• Good communication skills.</li> <li>• Excellent numeracy and literacy skills.</li> <li>• Sound planning and negotiating skills.</li> <li>• Ability to gather information, analyse data and problem solve.</li> <li>• Ability to manage own time effectively and demonstrate initiative including establishing priorities.</li> <li>• Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.</li> <li>• Ability to organise, lead and motivate staff.</li> <li>• Ability to plan and develop systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Good ICT skills</li> </ul>

<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Positive, caring attitude, enthusiasm and sense of humour</li> <li>• Ability to maintain confidentiality</li> <li>• Commitment to personal and professional development</li> <li>• Excellent interpersonal skills; ability to relate well to children and adults.</li> <li>• Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.</li> <li>• Ability to adapt to changing and conflicting demands.</li> <li>• Ability to be flexible and work as part of a team or individually as required.</li> <li>• Child centred and solution focussed.</li> <li>• Ability to contribute to the life of the school.</li> <li>• Reasonably fit, because this is a physical role involving lifting and carrying, and working both indoors and outdoors in all weathers.</li> <li>• Proactive and willing to use their initiative.</li> <li>• Hardworking, dedicated and dependable.</li> <li>• Accepts, supports and quickly implements change.</li> <li>• Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members.</li> <li>• Requires minimum supervision.</li> </ul>	
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