

January 2023

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**www.valenceschool.com**

Principal: Roland J. Gooding OBE

## Application for Assistant Site Manager

Thank you for your interest in the vacancy for the above position.

Valence School is a Kent County Council Foundation residential and day Special School for students from age 4 to 19 with physical disabilities, complex medical needs and associated learning difficulties. We are part of the Kent Special Educational Needs Trust (KsENT). We have a large, dedicated staff team of over 250 people providing specialist teaching, social care, therapies and nursing care to an exceptionally high standard.

Valence School is a supportive environment and a rewarding place to work, and whether working directly with our students or in a school support role, every member of staff participates in enabling students to learn and aspire to achieve meaningful independence. Students flourish in a supportive but challenging environment, making good educational progress and achieving a range of accreditation as they get older.

If you would like to arrange a tour of the school, please contact the HR team on 01959 567841. Please also see our website videos to see our school in action in our curriculum pathways: [Formal](#), [Semi-Formal](#) and [Pre-Formal](#) and our [residential provision](#).

Please find enclosed the following forms:

- Application Form and Equality Monitoring Form: to [complete and submit online](#)
- Copy of the Advertisement
- Job Description and Person Specification
- Valence Vision & Ethos

The closing date is **29 January 2023** and we look forward to receiving your completed forms at your earliest convenience. Interviews are expected to be held on **9 February 2023**.

Valence School is committed to safeguarding and promoting the welfare of every student and we expect all staff to share this commitment. References will be taken up before interview and online checks undertaken for shortlisted candidates. Successful applicants will need an enhanced DBS check (this post is subject to the Rehabilitation of Offenders Act). Please note that smoking (including e-cigarettes) is prohibited within the school premises and grounds.

**Our Child Protection Policy can be found on our [website](#)**

Should you require any additional information please do not hesitate to contact us.

Yours sincerely  
*Sarah Lowndes*  
HR Manager



**Valence School**  
enabling independence

Westerham Road, Westerham TN16 1QN

t: 01959 567841

e: [vacancies@valence.kent.sch.uk](mailto:vacancies@valence.kent.sch.uk)

w: [www.valenceschool.com](http://www.valenceschool.com)

# ASSISTANT SITE MANAGER

40 hours per week - All Year Round

Set shift rota between 7.00am and 7.00pm

including up to 10 weekend days per year

£33,333 actual gross p.a.

Benefits include a generous pension scheme & life cover,  
retail discounts, training opportunities, well-being sessions  
and free on-site parking

As an Assistant Site Manager you will support the Site Manager in managing the school grounds, buildings, vehicles and equipment to ensure that all facilities are kept to a high standard of repair, hygiene, cleanliness and appearance. You would also take full responsibility for the site and the Site Maintenance Team in the absence of the Site Manager and contribute to the planning and delivery of a workable maintenance programme.

You will be qualified and have experience in a maintenance trade or skill along with good IT skills with written and communication skills to keep excellent records and reports.

For applications details please visit [www.valenceschool.com](http://www.valenceschool.com) > work for us

or contact the HR team on 01959 567841 or

[vacancies@valence.kent.sch.uk](mailto:vacancies@valence.kent.sch.uk)

Application closing date: 29 January 2023

Interview date: 9 February 2023

Valence School is committed to safeguarding and promoting the welfare of every student and we expect all our staff and volunteers to share this commitment. We value diversity and promote equality for all.

References will be taken up before interview and online checks undertaken for shortlisted candidates. The successful applicant will require an enhanced DBS check (this post is subject to the Rehabilitation of Offenders Act)



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# Valence School Job Description:

## Assistant Site Manager

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**Responsible to:** Site Manager

**Responsible for:** Maintenance and Grounds staff in the Site Manager's absence

**Working Pattern:** 40 hours per week operating on a 4-week shift rota system to cover the hours of 7.00am to 7.00pm (plus evening and weekend work as required)

Week 1: 07.00 - 15.30

Week 2: 08.00 - 16.30

Week 3: 09.00 - 17.30

Week 4: 10.30 - 19.00

### Main purpose

To support the Site Manager in managing the school grounds, buildings, vehicles, and equipment to ensure that all facilities are kept to a high standard of repair, hygiene, cleanliness, and appearance. The Assistant Site Manager is expected to deputise for the Site Manager in his absence.

### Duties and responsibilities

- To assist in the management of the site and its maintenance, including school vehicles.
- Contribute to the planning and ensure delivery of a workable maintenance programme.
- Ensuring that all services (i.e., heating, lighting, and plumbing) are operating to satisfactory standards, and that all statutory certification is in date and relevant. All plant maintenance records to be maintained.
- Understanding, operation and maintenance of security equipment, alarms, CCTV, procedures in the event of fire, flood, prevention of trespass, fire safety precautions etc.
- Work 70 - 80% of time on site maintenance, contributing to a specialist skill either in electrical, plumbing or carpentry.
- Operational management of maintenance staff to include regular supervision, monitoring of work and provision of support.

- Ensuring the whole site is safe and secure, specifically responsible for key holding, security and health and safety aspects of the premises and contents.
- To understand and comply with the Health and Safety Policy ensuring that all staff and contractors observe safe working practices as in the requirements of the Health and Safety at Work Act when on the premises.
- To share the responsibility with the Site Manager to maintain, within budget, adequate stock levels of equipment and materials.
- Responsible for accident investigation and reporting in accordance with school's policy and procedures.
- Identify and assess the need for specialised repair or maintenance work to equipment, vehicles, or buildings. Organise for specialist contractors to attend site as necessary, liaising with contractors and managing them whilst on site.
- Assist in planning minor refurbishments.
- Oversee and ensure timely response to requests made by teaching and support staff to the maintenance department, monitoring and reporting any matters of concern to the Finance and Business Manager.
- Organise, oversee, and participate in a shift rota system to cover opening and closing of the premises, including lettings as directed by the Site Manager.
- Organise, oversee, and participate in an 'on-call' emergency response system outside of school hours as directed by the Site Manager.
- Organise the effective operation of staff, ensuring cover for staff absences e.g., sickness, holidays in the Site Manager's absence.
- To carry out any other comparable duties as required by the line manager.
- To ensure that communication with students, staff, and other departments is effective and contributes to securing efficiency and high standards of care and personal development for students within a learning and residential environment.
- To pro-actively observe and comply with all school policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- To appropriately use the recording and reporting processes whenever appropriate.
- To maintain a flexible "can do" approach.
- To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. This job description may be amended at any time in consultation with the post holder.



# Valence School Person Specification: Assistant Site Manager

The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria.

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>1. Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>• Level 2/3 Diploma (or equivalent) in a trade or skill with proficient technical and practical skills i.e., electrical or carpentry qualification</li> <li>• IOSH 'Managing Safely'</li> <li>• Experience of supervision of staff and contractors</li> <li>• Able to deputise for the Site Manager in their absence</li> <li>• Computer literate with proficiency in ICT including using the internet and Microsoft Office suite</li> <li>• Excellent record keeping/report writing</li> <li>• Use of wide range of machinery/equipment.</li> <li>• Knowledge of Health &amp; Safety (at Work) Legislation, Control of Substances Hazardous to Health (COSHH), Risk Management / Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 2 years supervisory experience</li> <li>• Central heating / hot water systems</li> <li>• Operation of Building Management System (BMS)</li> <li>• Knowledge of special educational needs, disabilities, physical, health and social/emotional needs</li> <li>• Knowledge of safeguarding and child protection including Keeping Children Safe in Education (statutory guidance)</li> </ul>
<b>2. Skills</b>	<ul style="list-style-type: none"> <li>• Able to supervise staff workloads, train and motivate staff, and ability to organise staff rotas.</li> <li>• Able to prioritise, supervise and achieve deadlines whilst remaining flexible.</li> <li>• DIY – to a high standard</li> <li>• Full, clean driving licence</li> <li>• Hands-on, proactive approach.</li> <li>• Excellent planning and organisational skills</li> <li>• Written and numeric skills to complete detailed records and reports.</li> <li>• Ability to deal with everyday problems and to identify which problems should be referred to line manager</li> <li>• Excellent records of attendance &amp; punctuality.</li> <li>• Able to meet the 'physical' demands of the post.</li> <li>• Ability to develop and maintain good working relationships throughout the school and to fit in and enhance the team.</li> <li>• Ability to remain calm under pressure.</li> <li>• Flexible and reliable / able to work weekends / unsocial hours</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency: MS Excel</li> <li>• Knowledge of budget management</li> <li>• Experience of security systems</li> </ul>

## The Valence Vision:

To provide all students that attend Valence School with a Learning Pathway that meets their intellectual, physical, social, and emotional needs. By working together with families and a wide range of support agencies, we will ensure that students within each Learning Pathway are valued, supported, and challenged to do their very best in preparation for the next stage of their learning and life in modern Britain.

To achieve our vision, we will work as a whole school team whilst striving to create a distinct identity for each Learning Pathway. Central to everything we do and key to the success of each Learning Pathway will be our Ethos...

## The Valence Ethos:

**Respectful** - Valence students respect the rights, needs and views of others. They seek to create an environment where support for each other is commonplace so that everyone feels that they belong.

**Resilient** - Valence students take risks and view failure as a good thing. They are encouraged not to give up easily and always try their best.

**Independent** - Valence students oversee their own learning. They are provided with a wide range of support to enable independence in everything that is required of them.

**Positive** - Valence students focus on what they 'can do' to develop as an individual and not what they 'cannot do' because of their disability

**Passionate** - Valence students are encouraged to find and develop their own range of interests and to express themselves as they wish in support of their learning.