



Simon Langton Girls' Grammar School

# Site Manager

September 2023



Candidate Information Pack



# Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard  
Headteacher









# Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

We are excited to be recruiting a Site Manager to lead our school premises team. The role encompasses site management, health and safety, contractor liaison, project and procurement management, with a particular focus on lettings as our site continues to expand.

At Simon Langton Girls' Grammar School we take immense pride in our school. We are friendly, innovative and committed to ensuring all our students are educated in a safe, supportive and caring environment whilst receiving a high-quality education. The successful applicant will share these values and play an active part in delivering on our commitment to our entire school community. If you are someone who takes pride in their work and you have a positive, 'can do' attitude, we invite you to apply.

The successful applicant will be able to demonstrate experience in managing a team and having excellent organisational skills and high standards of work. The site team will be located in a refurbished building which is due to open later this term.

If successful you will be joining our fabulous support staff team who are fully committed to supporting all our students, helping them reach their true and full potential.

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment. An online search check will be carried out on shortlisted candidates, this is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.



# Job Information





# Job Specification

**Job Title:** Site Manager

**Job Purpose:** To be responsible for all aspects of site management of the school. There are a wide range of duties and responsibilities connected with the fabric and grounds of the schools; these include health & safety, security, lettings, cleanliness, portering, monitoring contracts/contractors, routine maintenance, refurbishment and minor repairs.

**Responsible to:** Deputy Headteacher

**Salary:** KR9 £32,485 - £36,693

**Hours of Work:** 37 hours per week (F/T) / 52 week contract – actual hours worked to be negotiated dependent on school needs.

**General Accountabilities:**

- Ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for the health and safety of the site
- Be responsible for management of other site staff including cleaning, caretaking and grounds persons, cleaners (including contractors)
- To undertake lettings management
- To manage budgets in relation to buildings and ground maintenance



## Specific Accountabilities:

### *Premises Management / General Site Duties*

- Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required
- Act as a designated key holder, providing out of hours and emergency access to the school site
- To be aware of and to facilitate school events and lettings and carry out associated tasks, in line with local agreements; arranging opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within expected timescales
- Undertake and instruct general portage duties within school
- Ensure that halls and other meeting rooms are set out and cleared away as required
- Arrange repairs and regular maintenance and safety checks as and when required
- Ensure the operation and maintenance of specialised equipment (e.g. sports/theatrical equipment)
- To manage all aspects of lettings, including bookings, risk assessments, security and cleaning
- Liaise with the finance manager to ensure accurate letting invoicing/charging







### *Health and Safety/Security*

- Operate and regularly check systems such as fire, heating, cooling, lighting and security
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules and keep accurate records
- To provide safe access to the school in the event of snow, ice or flooding
- Provide training on health and safety issues to other premises staff
- To attend Premises Committee Meetings as and when required

### *Administration*

- To manage contractors and third party partners, negotiating cost effective contracts in line with the school's adopted finance policy
- Monitor materials and stock and order supplies
- To maintain the schools' equipment and plant inventory
- Prepare documentation for tenders or specifications of small to medium project and to procure quotes for routine maintenance work on school premises
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- To undertake the appraisal reviews of site staff, ensuring continuing professional development



### **General accountabilities for all support staff:**

- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher





# Person Specification

**Our most essential requirement is that you are a hard working, self-motivated individual with the ability to work both autonomously and within a team. You will have strong leadership and organisational skills, always providing the best possible service to students and staff alike.**

## **Qualifications and Experience:**

### *Required*

- Previous relevant experience, including supervisory and/or management experience
- Good I.T skills

### *Desired*

- Hold recognised training/qualifications associated with premises management
- Knowledge of financial, ordering and monitoring procedures
- Experience or practical skills within a trade
- Experience in applying regulations such as health and safety, manual handling, COSHH, Legionella, asbestos etc
- Experience of use of wide range of machinery/equipment for general maintenance

## **Ability, Skills and Knowledge:**

- Ability to adapt to changing demands and to be flexible working as part of a team or individually as required
- Willingness to learn/develop an understanding of and able to apply Health and Safety procedures relevant to the job such as manual handling, safe use of machinery and/or equipment, COSHH, first aid and hygiene practice, lone working procedures and responsibilities



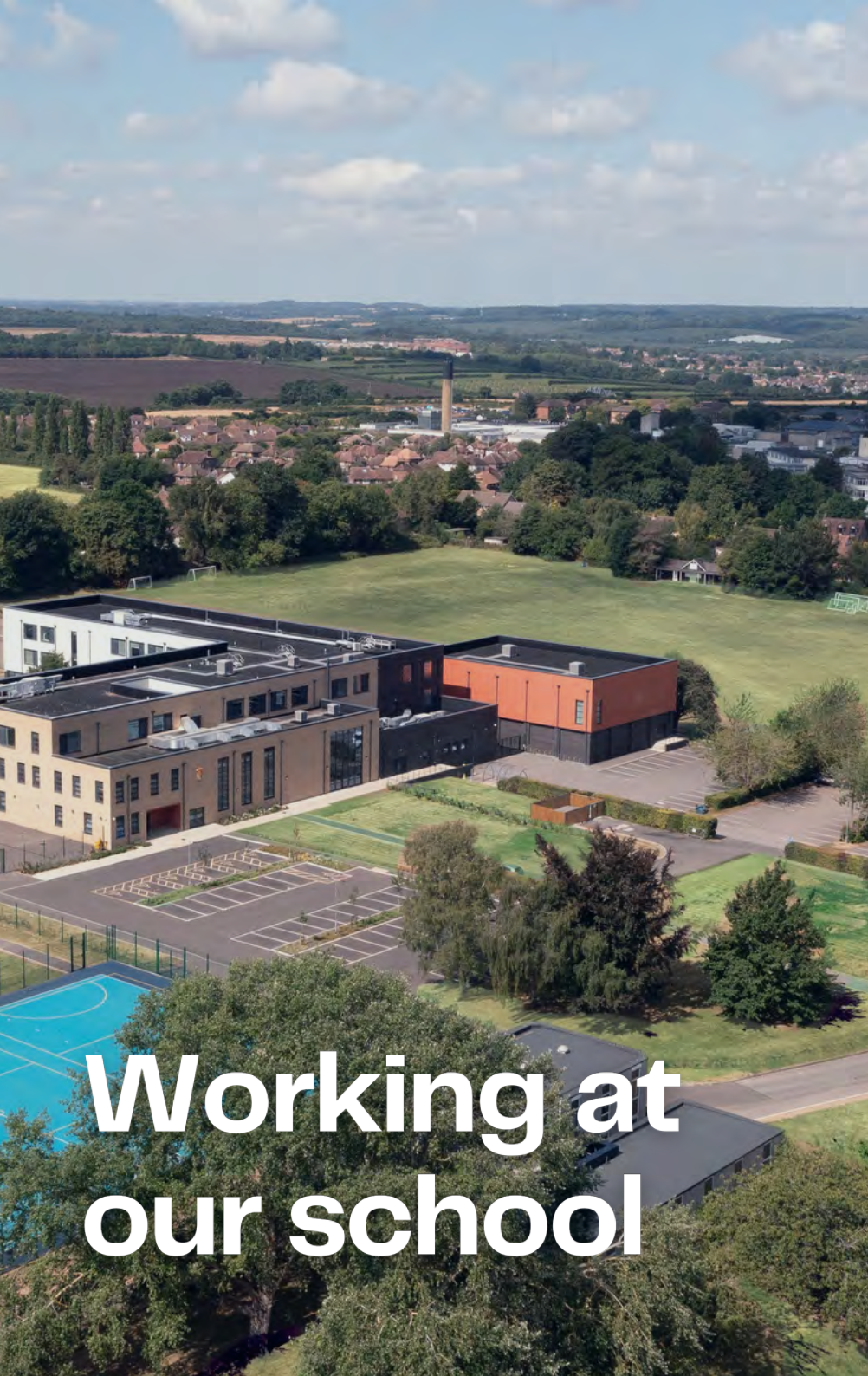
- Able to recognise and deal with emergency situations
- Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
- Willing to undertake training relevant to the role
- Problem solving abilities
- Ability to monitor and organise others and own workload effectively
- Knowledge related to local council services
- Able to identify when changes are required to work routines and act upon them
- Written and numeric skills in order to maintain accurate, timely records and reports

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Wednesday 11th October 2023
- Interview date TBC
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) [ewall@langton.kent.sch.uk](mailto:ewall@langton.kent.sch.uk)







# Working at our school

## Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

### We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students



## Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

## Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address





- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment