



**Site Manager Application Pack**

Contents

[Letter from Cathie Paine, Chief Executive Officer 3](#_Toc139971818)

[Our Touchstones 5](#_Toc139971819)

[The role 6](#_Toc139971820)

[The application 9](#_Toc139971821)

[The application process and timetable 9](#_Toc139971822)

[Safeguarding, Safer Recruitment and Data Protection 10](#_Toc139971823)

[Job Description 11](#_Toc139971824)

[Person Specification 16](#_Toc139971835)

**Letter from Cathie Paine, Chief Executive Officer**

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.

Employees 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.

**Cathie Paine**

**CEO**

# Our Touchstones

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

**Site Manager at** **Kemsley Primary Academy**

The role of Site Manager is central to enabling excellence for all our children at Kemsley Primary Academy. It is a role which has a wide influence, which permeates through all aspects of the academy and its approach to health and safety, pupil safety and safeguarding.

**Are you:**

* A motivated individual excited to work in and maintain exemplary standards in a brand new, state of the art school?
* Multi-skilled and adaptable, passionate about and competent in all areas linked to ensuring site security, site safety, site maintenance and site housekeeping?
* Warm and reliable in character and fully committed to teamwork, getting the/any job done and being flexible to school need?

If so, you’ll love to be part of our team at Kemsley Academy, a school at the heart of its community.

**We are seeking a professional individual who holds:**

* Good working knowledge of facility management;
* Experience of managing and motivating a team and on-site contractors;
* Excellent working knowledge of Health and Safety Law and Fire Safety Law;
* The ability to maintain accurate maintenance records and site risk assessments;
* Good communication and organisation skills;
* DIY and handy person skills e.g. basic decorating skills like painting, basic carpentry skills like hanging doors or fitting a door lock, basic plumbing skills like replacing tap washers etc.
* Good computer skills e.g. excel, word, outlook and diary entries of daily, monthly and annual schedules or the willingness to learn to use our online asset and building management system;
* A flexible ‘solution focused’ approach and attitude to work;
* The ability to lead teams and is approachable and a good team player;

**We can offer you:**

* + A firm commitment to you and your professional development;
  + Friendly, supportive, enthusiastic and hardworking colleagues, staff and governors;
  + A growing learning community;
  + Encouragement to develop new ideas and the opportunity to make a real difference;
  + Fantastic trust-wide CPD opportunities;
  + Opportunities to further develop your career within our Multi Academy Trust, REAch2, the largest primary-only academy trust in the country;
  + The unique opportunity to help develop and shape a brand-new school, including an innovative approach to curriculum provision;

The role of site manager is vital to the smooth running of our school and we would want the successful individual to be on hand to open and close our school. Therefore, would expect the successful applicant to be on site between 6:30 and 9:30 in the morning and and then again from 3:00 until 6:00 in the afternoon.

**Background Information about the School**

Kemsley Primary Academy was opened in September 2004 and is a single form entry primary school with a nursery. The main school can take up to 210 children, 30 in each class. The nursery is able to take 52 children for five half-day sessions of two and a half hours – 26 children in the morning and 26 children in the afternoon; many children stay all day as part of our flexible care offer and for those entitled to 30 hours provision.

Our school ethos is centred upon our values of Exploration, Resilience, Positivity and Aspiration. We firmly believe that every child has the right to fulfil their potential and that we are all life-long learners. We encourage our children to be the very best that they can be by inspiring them to try and try again. We teach them that it is not a matter of not being able to do it, it is about not being able to do it YET! We are highly aspirational for our children’s development and constantly look for new ways to develop our pupils’ schema. We achieve this through our commitment to the 11b411 project.

Outside, the grounds are laid out into separate play areas; Key Stage 1 (Years 1 & 2) play together and Key Stage 2 (Years 3 – 6) play together although we encourage free flow around the areas at lunch times to allow the children to play together regardless of year group. The large field is ideal for games. We also have a woodland conservation area which we use for our Forest School! We have an open door policy and value the support of parents. We are pleased to welcome parent helpers into school.

As a member of the REAch2 Trust, a national family of primary academies, Kemsley Primary Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Kemsley Primary Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Iris Homer, Headteacher** via[**iris.homer@kemsley-academy.org**](mailto:iris.homer@kemsley-academy.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](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

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

To arrange an informal discussion please contact contact the school office by calling 01795 428689.

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | 2nd January 2024 at midday (however, applications will be assessed upon receipt) |
| **Interviews:** | Friday 5th January 2024 |
| **Contract Details:** | Permanent |
| **Salary:** | KR5 |
| **Start date:** | January/February 2024 |

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy 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 our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience 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 six months after the decision has been communicated, 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 information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Core Purpose**

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, porterage, monitoring of contractors, routine maintenance and refurbishment, minor repairs, advising the Head Teacher on suggested improvements to the general school environment and to carry out pre-planned maintenance works.

High quality site management support function for the school, its staff and operations on a day-to-day-basis.

**Responsibilities**

**General**

* To ensure that the management and maintenance of the school buildings and environment are effectively undertaken.
* To be responsible for the effective implementation of the daily housekeeping and health & safety routines of the site.
* To ensure a clean, tidy and well maintained school environment ensuring that the site is maintained to a high standard.
* To monitor the performance of the cleaning contractor / cleaning staff and liaise with cleaning company owner to ensure a clean, tidy and well maintained school environment.
* Work with appropriate outside contractors ensuring health & safety regulations are strictly adhered to.
* To attend regular meetings with Head Teacher / Shared Services / Governors as required.
* The undertaking of ad-hoc tasks, within the normal remit of this job description, or other reasonable duties commensurate with the grading, overall function and level of responsibility of the post and as dictated by the needs of the school.

**Premises Management**

* To monitor the day-to-day maintenance, repair and cleaning of the school.
* To undertake minor reactive and pro-active and pre-planned repairs, maintenance and DIY projects to the buildings’ fabric, services, furniture and fixtures & fittings.
* To advise on a rolling programme of redecoration / refurbishment.
* To order and supervise repairs and act as Clerk of Works for small maintenance contracts and improvement schemes, including appropriate involvement in obtaining quotes and arranging / monitoring work undertaken whilst ensuring best value for money is achieved.
* To assist the Shared Services / Head Teacher to prepare documentation for tenders or specifications for small to medium school-led projects.
* In conjunction with the Shared Services / Head Teacher to monitor the day-to-day maintenance and repair budget and the cleaning materials budget
* To monitor 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, and also on the school’s designated software programme.
* To monitor work requests on the premises 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 liaise with / instruct / supervise the grounds maintenance 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 ensure personal continuing professional development and training is undertaken as appropriate to the Site Manager role as and when required.

**General Site Duties**

* To ensure the school is kept clean and tidy to a high standard and is conducive to learning e.g. litter picking, collection and disposal of refuse and recycling, disinfecting bins, ensuring toilets are checked daily for fresh supply of disposables.
* The carrying out of ad-hoc / emergency and planned cleaning duties as required, including ensuring the continued tidiness of the buildings, the grounds and immediate environs, and ensuring that all trade waste, refuse and surplus materials is collected and properly distributed to collection points.
* To carry out regular, periodic deep cleaning to designated areas of the schools including furniture and equipment as required.
* To clear up bodily fluids after accidents adhering to health & safety procedures.
* To monitor that the main school hall floors are kept clean and polished, cleaning and maintaining when necessary.
* To undertake minor window and gutter cleaning as required.
* To ensure that all tools cleaning equipment and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and health & safety regulations are met.
* To ensure all hard surface areas and paths are clear of litter, leaves, mud and snow and ensure all gullies and drains are free flowing.
* To ensure that all external steps are clearly edged.
* To ensure all indoor and outdoor plants are adequately watered during school closure periods and specific flower beds / pots / planters are maintained.
* To provide a general porterage and furniture / equipment / materials moving service as required, in connection with the activities of the school, in order that those activities can proceed effectively and that the entrance of the schools are always clear and welcoming.
* 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 that orders, good and deliveries received into school are signed for and efficiently distributed / delivered to the appropriate area / person as necessary.
* To ensure that routine / regular maintenance service checks and statutory compliance checks on all serviceable equipment, building fabric and installations are carried out e.g. boilers, air conditioning units, fire-fighting equipment / appliances, fire alarms, fire call points, emergency lighting, water hygiene, asbestos management etc. and results recorded in accordance with the standards and frequencies set by the Trust and by legislation.
* To set and monitor the school heating, lighting and hot water systems at adequate and appropriate levels.
* To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings, diffusers, covers and shades are cleaned regularly.
* To maintain any specialist school equipment stage / drama equipment, stage lighting, CDT machinery etc.
* To monitor and report IT issues as necessary in relation to whiteboards, computers and projectors and to carry out minor maintenance as necessary i.e. changing projector bulbs and monthly cleaning of projector filters.
* To record energy and utilities readings and monitor consumption on a monthly basis.

**Health & Safety**

* Ensure that all duties / working practices are to be carried out in accordance with all current health & safety legislation, relevant nationally and locally agreed Codes of Practice / Guidance Documents and the School’s / Trust’s Health & Safety Policy & Procedures.
* To ensure that all working practices in fulfilling the duties in this job description comply with current health and safety legislation policies and procedures including Safeguarding.
* To provide and maintain 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 distribution boards etc.
* To carry out passive health & safety monitoring within the school, actioning deficiencies where possible / appropriate and reporting any remaining deficiencies to the appropriate school staff.
* To carry out regular, formal health & safety inspections and risk assessments on his / her own and in conjunction with the School Leadership Team / Governance sub-committee members.
* To maintain all CoSHH records and ensure appropriate CoSHH Assessments are in place.
* To facilitate PAT testing and keep an accurate register of portable electrical appliances.
* To ensure that fire call points, fire alarms and emergency lighting are tested and results recorded in accordance with the standards and frequencies set by the School / Trust.
* Regularly inspect playground equipment and report on its safety / suitability.

**Security**

* To ensure the overall physical day-to-day security of the school premises including working with the Security company who are responsible for regular opening of the buildings in the morning, locking of the buildings in the evening (during term-time and during school closure periods) and similar ad-hoc opening /closing of the building as and when required eg during holiday periods
* To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off
* To maintain the general physical security of the estate by way of regular and ad-hoc security patrols including the regular checking of all perimeter fences.
* Ensure that all security devices, CCTV systems, intruder alarms, etc. are tested and results recorded in accordance with the standards and frequencies set by the School / Trust.
* Attendance, acting in the capacity of a primary keyholder, to emergency call-outs outside normal working hours and to liaise with the Local Authority, Police and other emergency services in this respect as necessary.
* To monitor, report, advise on and action appropriately, all security matters and any shortcomings in security provision.
* To be aware of all out-of-hours activities at the school and arrange for site access, opening, closing and heating buildings and the availability of equipment as necessary for the smooth operation of school functions, outside lettings and contractor activities.
* Act as a designated duty-holder in the context of both the Schools Critical Incident & Business Continuity Plan and Lockdown Procedures.

**Administration**

* To assist with and contribute to the compilation, maintenance and updating of schools inventories, asset records audit processes.
* To maintain a record / log of all inspections and checks carried out.
* To place orders, via the school office, for items relating to cleaning housekeeping ensuring stock levels are maintained.
* To establish and maintain a prioritised list of repairs / improvements.
* To order repair and maintenance items in liaison with the Head Teacher / Shared Services
* To assist the Head Teacher / Shared Services with obtaining tenders and quotes.
* To establish and maintain an auditable register of all tools and equipment, their state of repair and storage location/s.
* 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, access equipment and ladders are properly inspected prior to each use.
* To ensure power tools are inspected before use and are PAT tested as required.
* To report the absence of team members to the Headteacher.

## Other Requirements

* Participates in training and performance management as required
* Up-to-date Enhanced DBS Disclosure

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the role.

# Person Specification

**E = Essential D = Desirable**

|  |  |  |
| --- | --- | --- |
| **Criteia** |  | E / D |
| **Knowledge** | Standard office procedures  Microsoft Office: Word and Excel to produce documents and basic spreadsheets  Trust policies and procedures  Database / Management Information Systems  Admissions process  GDPR  Basic cash transactions  Basic Health and Safety  Single Central Record  Safeguarding | E  E  D  D  D  E  E  D  D  D |
| **Experience** | Relevant experience of working in a general office /administration environment  Proficient in Word and Excel  Using database / management information systems  Office / reception management / first contact with customers / visitors  Experience of working with standard office equipment e.g. photocopier  Working closely as part of a team and/or line management others  Standard office procedures  Following process e.g. purchase orders  Experience of handling, recording and banking monies  Monitoring service delivery  Responding to a SAR / FOI  Supporting response to complaints  Maintains electronic records  Organising / marketing an event  Using social media | E  E  D  E  D  E  E  E  E  D  D  E  D  D |
| **Skills & Ability** | Good level of spoken and written English to communicate confidently, effectively, and accurately  Good level of numeracy and analytical skills to reconcile financial transactions and perform basic calculations  Communicates in a clear, concise and polite manner on the telephone and face to face  Precision in the use of keyboard; can compose a clear message via email, letters and reports  Creative skills to produce newsletters and organise events Good ‘customer’ service to promote the school and ensure parent / carer engagement  Adhere’s to policy and procedure  Completes work with accuracy and good presentation  Develops and maintains effective working relationships with a wide range of people  Organises own work in line with school’s annual Calendar  Trains others (Administrator)  Arranging meetings  Supervising work of others  Confidentiality  Sensitivity to managing personal / challenging situations | E  E  E  E  D  E  E  E  E  E  D  D  E  E  E |
| **Training** | Open to personal development / willing to undertake job related training | E |

All staff are expected to understand and be committed and to contribute to Trust’s commitment to Equal Opportunities for all.