



Site Manager
Meopham School
Information



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Welcome

Dear Applicant,

Thank you for expressing an interest in joining Meopham School. I hope you will take a look at our website at <https://www.meophamschool.org.uk/> and take time to consider the information enclosed with this letter.

Meopham School is a vibrant and ambitious 11-18 school with a strong community ethos. This helps create a supportive and inspiring climate for success. Students at Meopham School are valued and nurtured as individuals. In April 2023 Ofsted awarded the school with a 'Good' grading in all areas, drawing attention to the fact that "pupils are proud to attend this inclusive and positive school. They value the supportive and nurturing relationships they have with staff."

We have exceptionally high standards where we value the hard work which makes it possible for every student and staff member to fulfil their potential. We are proud that visitors to our school often comment on the mature and courteous manner in which our students present themselves.

We are proud that Meopham students are also curious in their learning, resilient in overcoming difficulty, and are confident in evaluating their own progress. As a consequence they are ambitious to achieve academic and personal success, both in school and the world beyond.

To achieve our vision, we place the recruitment, retention and professional development of teachers as a top priority. We therefore seek well-qualified, highly skilled, and enthusiastic teachers, who have the highest expectations of both themselves and the pupils in their classes. We want teachers who enjoy working with young people of all abilities and differing needs.

Meopham School joined the Swale Academies Trust as an academy on 1st February 2013. This is made up of a group of schools, both primary and secondary, located in Kent and East Sussex.

We are unique in that we have all the benefits of a school in a rural setting, with the advantages of working as part of a larger Trust. We are involved in extensive outreach work across schools in Kent, both within the Trust and beyond. This means that we can offer you an invigorating professional environment in which to grow. We invite you to be part of our future success.

If you become part of our team we believe we could offer you a number of benefits. You would become part of something successful. We can offer an exceptional package of professional development, ranging from an acclaimed ECT induction programme, training through the nationally recognised Outstanding Teacher Programme, a Masters' Degree, and support for aspiring leaders and headteachers through the suite of National Professional Qualifications.

Meopham School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of the detailed person specification.

If you wish to apply please visit Kent Teach to submit your application as soon as possible. We look forward to receiving your application.



Mr Ethan Roberts
Headteacher

Job Description

Job Title: Site Manager
Grade: SAT E
Responsible to: Headteacher
Line Manager to: Site Team & Cleaning and Grounds Maintenance Personnel

Purpose of the Job:

To be responsible for the security, maintenance and cleaning of all buildings and outside spaces within the school grounds.

Main duties and responsibilities (Accountabilities):

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
2. Respond to and deal with breaches of security as appropriate
3. Act as a designated key holder, providing out of hours and emergency access to the school site
4. Procure quotes for routine maintenance work on school premises
5. Manage the building and grounds maintenance budget
6. Be responsible for all site related staff including site assistants, cleaning staff and ground and lettings personnel.
7. Carefully plan and manage the time of all site staff including the management of performance and professional development
8. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms) in accordance with Trust schedules of compliance
9. Undertake general repairs and redecoration (i.e. not requiring qualified craftsman) and ongoing planned preventative maintenance of the buildings and site
10. Arrange emergency repairs
11. Contribute to the cleanliness and ongoing housekeeping of the schools grounds and sites
12. Arrange regular maintenance and safety checks ensuring these are documented and recorded in accordance with Trust schedules
13. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales undertaking relevant checks before commencement of work and recording as required and in accordance with Trust policy
14. Monitor materials and stock and/or order supplies and manage these in accordance with COSHH regulations
15. Undertake general portage duties, including moving furniture and equipment within the school including for school performances and examinations
16. Provide reasonable and prompt support for all staff and external users of the school buildings and grounds, prioritising tasks accordingly
17. Perform duties in line with health and safety regulations and take action where hazards are identified
18. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with all schedules and local action plans
19. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
20. Provide training on health and safety issues to other staff
21. Facilitate lettings and carry out associated tasks, in line with local agreements
22. Undertake driving of the minibus as required
23. Undertake training as directed by line manager and in accordance with requirements of role
24. Undertake Health, Safety and recorded site walks and ensure that all concerns raised as part of the are addressed in good time

Site Services

- To implement and manage services/systems to ensure the efficient operation of plant and equipment; The keeping of records as required; Supervising the efficient operation of all heating and hot water plant and sanitary services; To monitor records for energy consumption.
- To maintain equipment inventories
- To supervise the delivery of goods and materials to the school and their transport about the site as required.
- To supervise portage of furniture, equipment and materials around the site and buildings and returning furniture and equipment to their proper location.

Job Description

Management of Contractors

- To be responsible for the reception of contractors and assisting with on-site management. Assisting with the control of visitors on-site.
- To monitor various services such as cleaning and grounds maintenance in accordance with the prescribed specification and to report to the Headteacher. To prepare written reports as required.
- To monitor and report to the Headteacher and Head of Estates on the progress of on-site works by external contractors and to pursue outstanding work.

Health & Safety

- To act as the school's Health and Safety Officer ensuring that the highest possible standards of safety exist on both sites of the school in line with the requirements of Health and Safety legislation.
- To ensure that all required risk assessments are produced and updated

Security

- To be responsible for the security of the premises comprising grounds, buildings and contents; locking and unlocking of buildings and the operation of intruder alarm systems and fire alarms; liaising with the security services.
- To take appropriate action to prevent or respond to trespassers, to inform the authorities and report damage and theft.
- To maintain and update the CCTV system within the school and be the first port of call for police investigations to ensure that Data Protection Act is observed.

Repairs and Maintenance

- To establish and maintain the workshops and offices of site staff and to oversee the safety and maintenance of tools and equipment.
- To be responsible for arranging and implementing cost effective day-to-day maintenance tasks of the buildings and grounds.
- Prepare, in conjunction with the Headteacher, an annual internal redecoration programme.
- To be responsible for the scheduling of these works in such a manner as to minimise disruption to the normal working routines of the school.
- Together with the Head of Estates to make recommendations to the Head teacher concerning site maintenance issues and to arrange for works to be completed either in-house or through the employment of contractors.
- Within the limits of competence and training to ensure that the site team carry out reasonable minor works improvements such as:
 - Install/repair/replace door window furniture
 - Install/repair/replace shelving, pin boarding and white boards, etc
 - Fix coat hooks, paper towel dispensers, toilet roll holders, curtain rails, hang curtains, blinds, toilet seats, plugs and chains
 - Re-glazing of small windows, removal of broken and/or cracked glass and boarding up in a secure manner
 - The inspection and tagging of electrical equipment
 - Minor repairs/installation of electrical appliances
 - Replace light bulbs, fluorescent tubes, starter motors and diffusers etc
 - Fixing of internal signs to walls
 - Minor plumbing work including:- cleaning blocked sinks, sanitary waste, drains, gutters, down pipes, showerheads, re-washer taps, repair drinking fountains
 - Minor painting and decorating
 - Repair to school equipment where appropriate
 - Fixing or replacing wall, ceiling and carpet tiles

Job Description

Cleaning

- Within the limits of competence and training to ensure that the site team carry out the following cleaning activities:
 - Order adequate supplies of soap, paper towels, toilet paper, sacks, salt, bulbs/strip lights, small pieces of equipment, necessary tools etc
 - Ensure that toilets are checked daily and are stocked with sufficient supplies of toilet paper, soap etc
 - Carry out direct cleaning duties from time to time and in emergencies when cleaning staff are not on site
 - Ensure all exterior areas are tidy and free from litter including gullies and traps are clear of obstructions. The clearing of ice and snow from main access routes
 - Ensure that all graffiti are removed from internal and external walls

People Management

- To manage all site staff including recruitment, appraisal and development, welfare, in accordance with School policies
- To plan staff availability to cover all services

Responsibility for some of the above duties will be negotiated in consultation with other members of our current highly skilled team

General accountabilities:

All staff in the school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. They must comply with any duty or requirement imposed by their line manager or statute and must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. These are specified more precisely in the school's Health and Safety Policy, copies of which are available from the Headteacher.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. This is a new post within an expanding Trust and the nature of this new role means that there will also be additional tasks and projects identified. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Qualifications	Essential / Desirable
Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/ building maintenance, heating systems, decorating (or sound experience of same).	E
Formal Health and Safety training	D
Experience	
Experience of working in a building / site maintenance role including forward planning and problem solving.	E
Considerable DIY experience at the level of minor maintenance.	E
Experience of overseeing other works i.e. contractors, cleaners etc.	E
Experience of undertaking responsibility for the care and maintenance of premises.	E
Experience of dealing with a variety of stakeholders in person, by email, and on the telephone.	E
Experience of following purchasing and other financial procedures	E
Skills and Abilities	
Ability to lead and work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines.	E
Organisational capability.	E
Proficient use of ICT including the use of Word and Excel software, to support good record keeping.	E
Ability to use initiative in dealing with everyday problems and identify which problems should be referred to the Headteacher.	E
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.	E
Good communication skills, both written and verbal.	E
Ability to understand information and to advise and liaise with others accordingly	E
Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.	E
Confidence to liaise with senior staff as required.	E
Willing to undertake relevant training for minibus driver.	E
Knowledge	
Working knowledge of Health and Safety procedures relating to the post.	E
An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Able to recognise and deal with emergency situations.	E
An understanding of lone working procedures and responsibilities.	E
Personal Qualities	
A willingness to undertake training and to keep knowledge up to date.	E
A positive, can-do attitude	E



Working at Meopham School

Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Enhanced Maternity Pay
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Employee Referral Recruitment Incentive
- Access to training and development
- On-site Parking

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme
- On-site Parking

Finding Us

Meopham School

Wrotham Rd, Meopham, Gravesend DA13 0AH

01474 814646

mss-reception@swale.at

Closest Train Station: Meopham Station

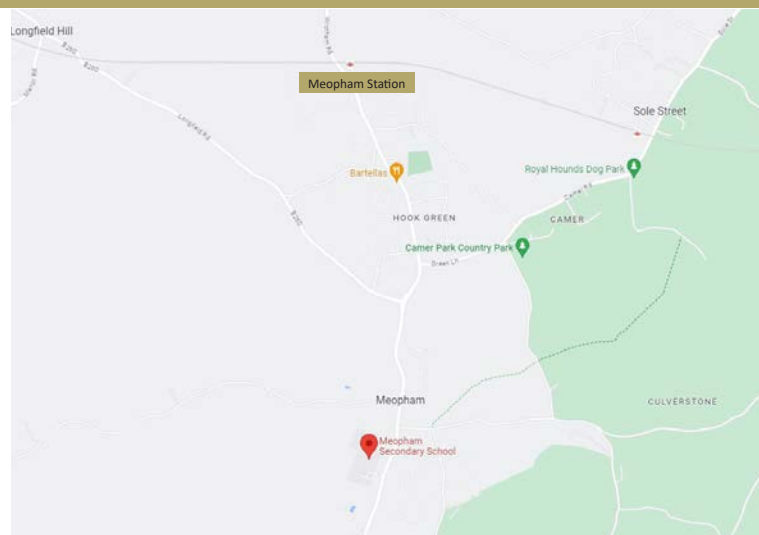
Approx. 35 minute walk or 9 minute Bus

Closest Bus stop:

Secondary School -

223*, 305*, 306*, 308*, 311, 418R*, 418W*, 695*, VIGO1*

*go to/from Meopham Station





Meopham School Overview

About Meopham School

Meopham School is a warm and fully-inclusive community set in the beautiful rural setting of the historic village of Meopham. At Meopham School, we strive to ensure all young people are nurtured to become aspirational and resilient in all areas of life. Students are encouraged to become respectful, tenacious, excellent young adults who go on to successful futures.

Our £14 million main school building opened in Spring 2018, and our new £9 million building opened in Spring 2024, offering eight new English classrooms, a Photography lab, a DT and Art suite and a fully equipped Performing Arts studio.

Our Vision

At Meopham School, we work in unity to create an exciting future for every individual, by instilling a culture of tenacity and excellence that both respects and truly improves the lives of all those within our school community.

Our Mission

Our mission at Meopham School is to provide our students with an excellent education through a fully inclusive and appropriately challenging curriculum that provides students with the creativity to meet the demands of an ever-changing world. We will create life-long learners by inspiring our students through outstanding lessons delivered by highly trained and qualified teachers. Through both a traditional academic curriculum at KS3 and KS4 and an ever-growing and highly-ambitious Sixth Form, students will make excellent progress and be encouraged to strive towards top-third universities, highly-sought degree apprenticeships or high-level employment.

Academic excellence is important, but we are also committed to instilling excellence in all aspects of our students' development. Our Culture and Ethos Strategy will establish a safe and stimulating learning environment, and develop tenacious young people who can overcome any barriers to learning and have a strong sense of moral purpose. Our students will go on to make a positive difference locally, nationally and globally.

Our Cultural Capital Pledge will develop our students into well-rounded, confident, excellent young adults who have the greatest respect for themselves and others and can thrive in all contexts. We are committed to promoting unity with our partners in the local area through an extensive Community Engagement Programme, which enriches our students' educational experience and establishes the school as a leading institution within Meopham, Gravesham and beyond.

We will empower our staff through an aspirational professional development programme, which provides meaningful and ambitious career routes for all staff. Meopham School will become a beacon of teaching excellence through its cutting-edge, forward-thinking pedagogy.



Meopham School Overview

Meopham School's TRUE Values

Meopham School

Tenacity, Respect, Unity, Excellence

Tenacity - we do not give up when things get tough. We know that sometimes in life we face challenges and we recognise that these challenges are opportunities for growth. When life knocks us down, we pick ourselves up, we dust ourselves off and we try again. We believe in a bright future and that we create our own destinies. We don't expect things to be handed to us on a plate. It is our life and our responsibility to shape it in the way we want.

Respect - we demonstrate respect in all we do. We are respectful and courteous to everyone we meet. This is a non-negotiable. We celebrate our differences and champion our diversity. We have the greatest respect for ourselves, for others and for our surroundings.

Unity - as a school, we work for each other: we share in our successes; we support each other through challenges and we are all jointly responsible for the community we uphold. We are proud to be active members of our local village community, making a positive contribution to life in Meopham and beyond. We help each other to grow in confidence and support each other in shaping our own paths through life.

Excellence - we strive to be the very best in all our endeavours, whether that be academically, creatively, competitively or morally - we dream big and never put limits on ourselves or others. We are encouraged to think for ourselves and demonstrate independence. We develop excellence as a habit and recognise that talent isn't enough. True excellence is only achieved through practice and effort.



Meopham School Overview

Teaching and Learning - FIRE Strategies

Meopham School is particularly proud of its highly consistent approach to teaching and learning, which reflects our view that effective lessons will have FIRE at their heart:

Feedback: include appropriate and effective assessment and feedback opportunities;

Inclusivity: be fully inclusive and enable progress for all students;

Retrieval: allow opportunities for retrieval of key identified knowledge and skills;

Engagement: stimulate and encourage student curiosity, engagement and a love of learning.

“Leaders have high aspirations for pupils and make sure that all experience effective teaching overall.” (Ofsted April 2023)

Curriculum

Our curriculum is broad and balanced, and students benefit from a wide suite of subjects designed to meet the needs of tomorrow’s world. Essential skills of literacy, oracy and numeracy are woven through lessons across the curriculum.

“Across subjects, staff have strong subject knowledge and give clear explanations of lesson content. This was especially evident in teaching in the Sixth Form.” (Ofsted April 2023)

Inclusivity

At Meopham School we value children of all abilities, and offer a fully inclusive environment. We are especially proud of The Windmill, a specialist provision on-site for students with ASC.

We understand that every child is unique, and so we tailor our teaching and curriculum to help all students reach their full potential. Our aim is to ensure each pupil makes the greatest possible progress from their own individual starting point.

“Leaders identify well the needs of pupils with special educational needs and/or disabilities (SEND). These pupils are well supported through the adaptations that teachers make for them in lessons.” (Ofsted April 2023)



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to diane.mills@swale.at or by post to the following address:

Mrs Diane Mills
Meopham School,
Wrotham Road,
Meopham,
Gravesend
DA13 0AH

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. Meopham School may complete online checks of any candidates as part of the shortlisting process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

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

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and 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](#).



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

