**Site Manager**

**This is a permanent, full-time role.**

**KEMSLEY PRIMARY ACADEMY**

Coldharbour Lane

Sittingbourne

Kent

ME10 2RP

**Application Pack**

**KEMSLEY PRIMARY ACADEMY, REAch2Kent**

Part of the REAch2 Academy Trust

Henshurst Ridge Primary Academy

Henshurst Ridge

Branston

Burton-Upon-Trent

DE13 9TQ

[www.reach2.org](http://www.reach2.org)   
  
[www.kemsley.kent.sch.uk](http://www.kemsley.kent.sch.uk)

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**Letter from 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 consists of ten local Multi-Academy Trusts (MATs) and 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.

Steve Lancashire

Chief Executive, REAch2 Academy Trust

**The application process and timetable**

**Closing date for applications – Monday 21st September (4pm)**

**Shortlisting – Monday 21st September**

**Interviews –Tuesday 22nd September (Details to TBC)**

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

**The application**

You are invited to submit an application form, which is available together with this document.

The Kemsley Primary Academy and REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form separately with their application.

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

Completed application forms and equal opportunities monitoring forms should be sent by email to:

Iris Homer, Headteacher, email: **headteacher@kemsley.kent.sch.uk**

Please mark your email: Private and Confidential

**Our Kemsley REAch2 Academy**

Kemsley Primary Academy was opened in September 2004 and is a single form entry primary school with a nursery.

Outside, the grounds are laid out into separate play areas and there is also a quiet area. The large field is ideal for games. We also have a woodland conservation area.

We have an open door policy and value the support of parents. We are pleased to welcome parent helpers into school.

**Background on REAch2**

**Background on REAch2 and its Multi-Academy Trusts**

The REAch2 Academy Trust

The REAch2 Academy Trust originated from the successful school improvement and partnership work led by Hillyfield Primary Academy in Waltham Forest, London. The Trust has grown to become a national family of primary academies committed to raising standards and achieving excellence for all pupils, whatever their background or circumstance.

Schools, staff and children within the Trust benefit from a strong ethos of support and collaboration across the REAch2 family. Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

REAch2 Trust is part of a teaching school alliance (led by the REAch2 Tidemill Academy in Deptford). As a result, teachers and leaders within the REAch2 family are able to access a range of teacher and leadership development opportunities, including the Improving Teacher Programme and the Outstanding Teacher Programme, as well as programmes for middle leaders and newly qualified teachers.

The Trust is focused on ensuring it supports, develops and empowers its staff so that, 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. This underpins our approach to school improvement – including the successful improvements that have been achieved so far in many of our schools that have joined the Trust as sponsored academies.

REAch2 benefits from the involvement of leading educationalists, including our board member Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.

The Multi-Academy Trusts

The REAch2 Academy Trust consists of ten Multi- Academy Trusts.

**REAch2 Croydon**

**REAch2 Essex**

**REAch2 Hertfordshire**

**REAch2 Kent**

**REAch2 Maritime**

**REAch2 Staffordshire**

**REAch2 Sussex**

**REAch2 Thames Valley**

**REAch2 Warwickshire**

**REAch2 Waltham Forest**

To learn more about our multi-academy trusts and their schools, please visit [www.reach2.org](http://www.reach2.org)

Our cornerstones and touchstones

REAch2 is a cornerstone of every academy in the Trust: a strong, responsible foundation providing a solid base, from which every academy can build and grow. Defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

What gives each REAch2 Academy its uniqueness are the touchstones of the Trust: seven principles which make our Academies distinctive. 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.

The touchstones are:

* **Learning**: children and adults will flourish in their learning and through learning discover a future that is worth pursuing;
* **Leadership**: we aspire to an unwavering emphasis on the highest quality of leadership at all levels. The Trust seeks out talent, develops potential and spots the “possible” in people as well as the “actual”.
* **Enjoyment**: 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 will release in children their natural curiosity, fun and determination.
* **Inspiration**: inspiration breathes energy and intent into our schools: through influential experiences of people and place, children are compelled to believe that no mountain is too high and that nothing is impossible.
* **Inclusion**: we celebrate the economic, social and religious differences that serving a range of communities across the country brings and we encourage diversity. Embracing inclusion, particularly those children with special education needs, ensures that the Trust serves all and believes everyone can and must succeed.
* **Responsibility:** we take accountability seriously and by being responsible for every child, we act judiciously with control and care. We don’t make excuses, but mindfully answer for actions and continually seek to make improvements.
* **Integrity:** we are a trust that has a strong moral purpose. As a Trust we recognise that we lead by example and if we want children to grow up behaving appropriately and with integrity then we must model this behaviour. We welcome the fact that all our decisions and actions are open to scrutiny.

You can learn more about the touchstones, and hear from staff and pupils across REAch2 schools, at our website: www.reach2.org

**Job Description**

Kemsley Primary Academy

Job Description – Site Manager

**Purpose of the Job:**

To be responsible for the security, maintenance and cleaning of the school.

**Key duties and responsibilities:**

1. Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained. Storing and maintaining resources such as cleaning supplies and equipment.
2. Maintain security of the site i.e. opening and closing of the premises including for lettings, fixing or reporting any problems, attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.
3. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required.
4. Act as a designated key holder, providing out of hours and emergency access to the school site.
5. Monitor the boiler and order oil supplies (if relevant) to ensure it is kept running on a day to day basis to meet the establishments needs.
6. Provide a porterage service for deliveries to ensure supplies are correctly handled and appropriately delivered.
7. Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained.
8. Procure quotes for routine maintenance work on school premises.
9. Contribute to the management of the premises budget.
10. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
11. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site.
12. Arrange emergency repairs.
13. Arrange regular maintenance and safety checks.
14. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
15. Monitor materials and stock and/order supplies.
16. Undertake general portage duties, including moving furniture and equipment within the school.
17. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
18. 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.

Responsible to:

Signed: Date:

Signed: Date:

**Person Specification**

|  |  |
| --- | --- |
|  | **CRITERIA** |
| **QUALIFICATIONS** | * Level 2/3 Diploma (or equivalent) and proficient technical and practical skills. |
| **EXPERIENCE** | * Previous relevant experience including supervisory experience. |
| **SKILLS AND ABILITIES** | * Wider awareness of the related working environment eg client groups. * Use of wide range of machinery/equipment eg kitchen, gardening and general maintenance. * Sufficient knowledge related to a range of council services and activities in order to train, coach and/or mentor others. * To organise others and own workload in order to achieve the job. * Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant. * Ability to maintain accurate and timely records as required by the role e.g. cash returns, client diaries, contractors’ schedules, etc. * Ability to deal with everyday problems and to identify which problems should be referred to supervisor. * Ability to monitor job activities as required by the role. * Ability to understand information and advise and liaise with others accordingly. * Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate. * Has written and numeric skills in order to complete more detailed records and reports. * Ability to listen, observe and contribute to discussions as required for the role e.g child care, work plans, etc. * Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.). * Ability to communicate using information technology as required for the role. |
| **KNOWLEDGE** | * Knowledge and expertise in minor maintenance and repair. * Knowledge of financial/ordering/monitoring procedures as required. * Knowledge of how own job fits into the activity and role of the area/site. * Knowledge of a range of other jobs in the area. * Understands 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 to deal with emergency situations. * Will need to undertake training to keep knowledge up to date. |