



SHIRELAND

TECHNOLOGY PRIMARY



Applicant Information

Site Manager

Shireland Technology Primary

The MAT

The Shireland Collegiate Academy Trust objectives:

- A MAT where outcomes for young people in terms of progress are above the national average.
- A MAT where our academies are either Good or Outstanding within 3 years of joining.
- A financially healthy and stable MAT.
- A MAT that prides itself on its use of technology for teaching and non-teaching aspects.
- A MAT with a structure for rapid growth when needed.
- A MAT that builds partnership working to achieve outstanding educational outcomes and experiences.

Founded in April 2007 with two academies, currently there are four in the family with others set to join in the near future.

Our 5 Year Strategy

To build a better future for all within our Academies who in turn will positively impact their communities.

- To grow to a Trust of 10 Academies.
- To expand within the Primary sector using technology as a key too for progress with the Free School programme as our main delivery vehicle.
- To establish an operating model that creates a proactive and process driven delivery support model.
- To ensure each academy has a wraparound structure for pastoral support including behaviour.
- To create a curriculum delivery model within each of our academies that is responsive to change and can be adapted to meet individual student's needs.
- To create a model of inter-academy support and skill sharing to support student and staff progression.

Applications

Thank you for your interest in the post. Please note the closing date for applications is **8.00am Friday 5th June 2020**. Completed applications and supporting documents should be sent via email to info@stp.shirelandcat.org.uk

Job Description

Job Title	Site Manager
Grade	Band D
Responsible to	Senior Staff

The primary purpose of the role

Responsible for the security, improvement, maintenance minor repairs, and cleanliness of the school buildings, grounds and machinery and for opening and closing.

Main Duties

Additional duties and responsibilities

The efficient operation of the school site in accordance with the Trust Policies, individual site policies and in particular those relating to the Health and Safety at Work Act 1974. This includes supporting the Head and Administrator to maintain the inventory termly.

Working with the Principal and Business Manager to ensure all aspects of H&S are compliant across the whole school, and that documentation is updated regularly.

Completion of Risk Assessments where required.

Unlocking and locking of premises, initial inspection of site for vandalism or items requiring building maintenance. Security of all windows, doors and gates. Switching on/off lights as appropriate.

Setting of intruder alarm and initiation of response procedure following alarm activation.

Planning in conjunction with the Business Manager and Cleaners the allocation of working hours and holidays to ensure adequate cover for the school at all times.

Liaise with Trust site teams to deliver best practice.

Repairs and Maintenance

Inspecting the site to identify building defects (service, repair, decoration), the initiation and progression of works orders and the maintenance of appropriate records.

To advise the Business Manager and Office Administrator when work is completed by contractors so that invoices can be passed where satisfactory.

Inspecting and carrying out repairs as qualified and the upkeep of decorations and reinstatements to fabric and other fittings where appropriate.

Termly visual checks of electrical appliances and ensuring items are PAT tested.

Ordering and replacing low level florescent tubes, light bulbs and other fittings as required.

Removal of graffiti (excluding that requiring removal by specialists).

Inspection and repair of small items of furniture.

Small scale carpentry work.

The maintenance of records of the servicing of fire fighting equipment.

Inspection, checking and cleaning of blockages in sink waste traps, toilet cleanliness, the cleaning of areas affected by body emissions which occurs during normal school hours.

Emergency action to minimise the effects resulting from burst pipes, vandalism or fire damage prior to repair or remedial work being undertaken by specialist agencies

Security

To be responsible for locking up the school during term time and for the unlocking and locking of the school during school closure periods.

To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly

To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms

To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded

To monitor, report and advise the SBM/Headteacher on all security matters

To be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.

To act as main keyholder for the school on call-outs.

Building & Contracts

To discuss and identify with the Business Manager and Headteacher minor building and decorating work to be done.

To liaise with contractors prior to work commencing, during the period of the contract and afterwards if necessary.

To advise the Business Manager / Office Administrator when work has been completed satisfactorily so that invoices may be passed for payment.

Cleaning

To allocate duties to, and monitor the performance of, cleaning staff to ensure high standards of cleaning are maintained throughout the school.

Daily cleaning of agreed areas of the school hall plus other areas in the absence of cleaners where no substitute cleaner is available. Also other areas where there is a health or safety risk or additional cleaning and/or deep cleaning is required due to viruses or outbreaks.

Ensure toilets are cleaned when necessary, within the Site Manager's working day.

Inspect and replenish soap, toilet paper and paper towels.

Control of "cleaning materials" and "paper towels" budgets including ordering, distribution and monitoring of materials.

Involvement in the recruitment and selection of staff as required by Governors.

Certification and submission of related paperwork for all cleaning staff e.g. overtime forms, accident forms, training forms, timesheets, absence/illness forms.

Training staff in the use of electrical equipment, cleaning chemicals and cleaning procedures in order to undertake all tasks with the support of the LA if required.

Take down/re-hang curtains/blinds below 3.5 metres subject to maintenance of safe systems of work, where no specialist contractors are required.

Cleaning of interior and exterior windows, as appropriate, using safe working practices, commissioning contractors where necessary to prioritise workload and to comply with health and safety/working at height regulations.

Grounds

Maintain a litter-free environment as far as is practicable, emptying external waste bins and remove internal rubbish as necessary. Ensure bins are locked and meet health and safety requirements re. distance from buildings and use to climb on. Support and promote recycling initiatives in school.

Liaise with Grounds Maintenance Contractors and monitor implementation of the grounds maintenance contract.

Clear snow to main routes of access/egress as far as is reasonably practicable.

Order resources required and salt main pathways to ensure safe access/egress for pupils and staff.

Assist with the development and routine maintenance of agreed aspects of the school grounds.

Energy

Care and operation of the heating plant and general cleanliness of the boiler house.

The reporting of any defects to the appropriate strategy.

Monitor the efficient use of fuel, electricity and water, carrying out meter readings as necessary.

Other duties

Receipt and portorage of light goods and materials, including the delivery of milk and fruit to classrooms, using trolleys and following any manual handling procedures recommended.

Setting out and clearing of furniture for assembly, mass, meetings and other functions as required.

The effective operation of the school's policy regarding use of premises, including oversight and monitoring of all lettings.

Looking after the school's animals.

- Use and development of ICT to support efficient and effective practice.
- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

Special conditions

To participate in the operation of the Trust's Personal Performance Development Scheme.

It is your responsibility to carry out your duties in line with the Trust's policies on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes, including reporting to the Board of Directors on a termly basis to enable them to ensure statutory responsibilities are being met and to ensure there is an adequate budget plan in place to maintain staffing and maintenance needs.

The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policies, organisation and arrangements for Health and Safety at Work.

Safer Recruitment – The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Person Specification

Job Title: Site Manager

Physical	Able to meet the physical demands of the job. Able to move around the site.
Qualifications	None required but willingness to gain health and safety, trade or cleaning qualifications essential
Experience	Working with machinery and chemicals Experience of DIY/trade/industry background Experience within school, trade or industry setting
Training	Willing to undertake training e.g. COSHH, IOSH, Manual Lifting, Asbestos, Fire Safety, Cleaning and Maintenance skills.
Special Knowledge	Knowledge of cleaning materials in connection with COSHH Knowledge of fire safety Knowledge of basic health and safety rules and regulations IT literate
Circumstances	Flexible working patterns Able to work the occasional evening/weekend on an overtime basis

Disposition	<p>Dependable</p> <p>To be able to work as part of a team and by oneself</p> <p>Able to lead and manage a team of cleaning staff</p> <p>Able to work well with others, particularly in school and within collaboration</p> <p>Able to show initiative</p> <p>Good manager of time</p>
Practical and Intellectual Skills	<p>To be able to use maintenance and cleaning machinery</p> <p>Able to use ICT as part of managing site and undertaking administrative tasks in connection with role</p> <p>Able to use maths and literacy skills to present reports, manage budgets etc.</p> <p>Able to undertake small-scale painting and decorating, repair and DIY tasks</p> <p>Able to work at a high level in at least one of the following areas: general maintenance and repairs, cleaning science, electrical work, site maintenance</p>
Legal Requirements	Enhanced DBS Clearance

Timeline

Closing date for applications is: 8.00am Friday 5th June 2020.

Following the shortlisting process, successful candidates will be invited for interview.

If after reading the information provided you feel that you meet the specification for the post, we would like to hear from you.

Please email your completed application form to: info@stp.shirelandcat.org.uk