

Vacancy: Site Manager

Northern House School (Wokingham)

Date: 23/01/2019



Dear Applicant,

Thank you for your enquiry regarding the above position. This is an exciting position and one that can, and should, make a real difference in not only the safety and security of the site but also the aesthetics.

A thorough understanding of health and safety, in particular what (and when) the necessary checks are completed is crucial. Prospective candidates should also be able to complete a range of general handyman duties; candidates who bring with them a range of transferable commercial certifications will clearly be looked at favourably. Clearly we are looking for someone who is motivated and determined to make a difference.

The school is currently reviewing its residential provision, looking to expand it, there at the present moment in time the post is offered on a two year fixed term NJC Pay Spine, at Wokingham Grade 7, full time year round. There is the potential for the prospective candidate to use the residential facilities on site (single bedroom only) in order to maximise performance.

Applicants should ensure that all parts of the form are completed ensuring Section 11 demonstrates what you can bring to Northern House School (Wokingham) and does not exceed 2 pages of A4. CV's alone will not be considered.

The school is at an exciting phase in its development, the school has been developing its curriculum, looking to grow its pupil number and bring the site up to standard for some of the authorities most disadvantaged children.

In recent times school has had its challenges, however, under the leadership of the schools new Headteacher and a rejuvenated base of staff, under the guidance of Northern House School Academy Trust, the school aims to make rapid improvements in everything it does.

If you would like more information, or if you would like a tour of the school, please get in touch with the School Business Manager, Jason Horne (j.horne-wok@northernhouse.org.uk 0118 9771293). It is important for potential employees to fully understand our culture and ethos 'at work'. I hope you will be interested in taking your initial enquiries further and look forward to receiving your completed application form.

Applications by email are encouraged and must be sent to jobs@northernhouse.org.uk by noon on 01/07/2019, interview dates to be confirmed. Unfortunately we are only able to offer feedback to short-listed candidates.

Yours faithfully,

Gareth Preen

Chief Operations Officer

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About Northern House School (Wokingham)

Northern House School (Wokingham) is a special day school for children aged 8-16 with Social, Emotional and Mental Health difficulties (SEMH).

Many of our pupils also have additional needs, often due to the co-morbidity of related medical conditions. Additional needs presented include Autistic Spectrum Disorder (ASD) including Asperger's Syndrome, Moderate Learning Difficulties (MLD), Specific Learning Difficulties (SpLD) including dyslexia and dyspraxia and Speech, Language and Communication Needs (SLCN). Some pupils have medical conditions such as Attention Deficit Hyperactivity Disorder (ADHD) requiring medication, visual and hearing impairments and physical conditions requiring assistance with personal care.

All pupils at Northern House School (Wokingham) have a Statement of Special Educational Needs or an Education, Health and Care Plan (EHC) and are admitted following close consultation with the referring local authorities. Pupils are taught in groups of around eight by an allocated Class Teacher and Assistant Teacher.

Before attending our school, many pupils have experienced 'failure' in a conventional mainstream setting, often resulting in attainment below the national expectations and significant self-esteem and confidence issues. At Northern House School (Wokingham) we aim to nurture pupils by building trusting relationships, enabling pupils to feel valued and to develop self worth, raising self-esteem and supporting them to engage with learning, leading to achievement and experiencing success.

Our main focus rests on supporting all pupils, regardless of their starting points to reach their academic, emotional and social potential – we want pupils to be the best they can be, enabling them to move on and become a functional member of society. This is achieved by challenging pupils and staff to take the next step for their personal development.

Many of our pupils arrive feeling that they are not successful learners and with significant self-esteem difficulties due to their prior experience of learning. It is also common for our pupils to arrive with limited and underdeveloped skills due to missed opportunities and challenging behaviour acting as a barrier to learning. At Northern House School (Wokingham), pupils are valued as individuals and time is taken to identify learning styles and to understand the needs of the child. This approach allows us to identify activities and learning opportunities to close the gap and to move children along their educational journey.

Our pupils receive a broad and balanced curriculum, aiming to meet their individual special educational needs. The school is committed to equal opportunities and all our pupils are expected to leave school with accredited qualifications. At all times pupils and staff are expected to work and behave responsibly, showing respect and consideration for others.

We are developing a culture of aspiration, achievement and personal growth for all pupils and we are committed to broadening their experiences through our enrichment programme.

Our school motto is '**Believe, Achieve, Succeed**'; not merely a slogan but a guiding principle for whole school improvement.

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Job Advert

An excellent opportunity has come up at Northern House School (Wokingham), that caters for, educates and nurtures children with Social, Emotional and Mental Health difficulties (SEMH).

This role will be a key position within the school and will be key in terms of facilities management.

Prior to applying please consider the following. Are you

- Able to ensure the school is open, as far as possible, for its primary Teaching and Learning Purpose, as well as meet our obligations in relation to additional use
- Capable and willing to take an extensive lead on Facilities Management and Health & Safety
- Able to demonstrate substantial and effective experience in managing Health and Safety, in the context of Facilities Management, Occupational Health, Fire Management and Security
- Able to establish procedures and policies in relation to all areas of site and facilities management
- Able to develop and manage expectations in a busy and developing school
- Capable and willing to manage staff and contractors
- Take pride in your job and the appearance of the school
- Willing to support senior management in their goals and objectives
- Able to act with tact and diplomacy
- Able to communicate effectively
- Keep the Senior Leadership Team and the Academy Trust Central Team aware of issues and topics
- Plan, manage and organise
- Be creative and inspirational to overcome the many challenges a school faces
- Able to take on constructive criticism in order to develop, grow and flourish
- Able to work with a flexible can do attitude
- Able to work in a friendly, hardworking and motivated manner, taking on the ethos and culture of the school
- Able to work with good humour

If yes to the above, then please apply.

In return, the successful applicant will receive;

- A salary starting from £28,785
- Local Government Pension Scheme
- Access to an Employee Assistant Programme

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To Apply

For an application pack please download it from our website (www.northernhouse.org.uk).

To apply, please complete an application form and section 11 of no more than 2 A4 pages, Arial Font 11.

Tell us what you can bring to the role and why you feel Northern House School Academy Trust is a good match for you.

Once you have completed your application please email Jobs@northernhouse.org.uk.

Further Information

For a further discussion about the position please contact Gareth Preen (Chief Operations Officer, Academy Trust) on 01902 551564 or g.preen@northernhouse.org.uk.

We would also encourage potential applicants to contact and visit the school prior to the closing date. To arrange a visit please contact Jason Horne (School Business Manager) on 0118 9771293

Northern House School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All applicants will be subject to a rigorous, Enhanced Disclosure and Barring Service (DBS) check and all references obtained will be checked upon for authenticity and accuracy.

We are an Equal Opportunities employer and welcome applications from all members of the community.

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Terms and Conditions

Grade 7 (starting £28,785)

Full Time, all year round

A pension is also provided (**LGPS**).

The job holder will have the opportunity to utilise a single bedroom on site (this is not family/couple accommodation). The successful applicants accommodation may be redecorated and furnished to an appropriate standard prior to moving in.

Annual Leave to be taken during school holidays.

The Application Process

The closing date for applications is **12:00 noon 1st July 2019**.

However, all applications will be considered on receipt and interviews will follow, therefore an early application is highly recommended.

The school will then shortlist applications based on the Job

Specification provided.

Candidates will be called for interview. During the interview candidates will be required to bring with them a range of Identification, as required under Safer Recruitment and Right to Work. Proof of qualifications will also be required.

Safeguarding

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Job Description

Post Title: Site Manager

Working Pattern: Split Shift (times to be confirmed and may be subject to change at short notice, depending up lets and other commitments);

Monday – Thursday 7.00 – 11.00 / 2.30 – 6.00

Friday 7.00 – 11.00 / 1.30 – 4.30

Responsible to: School Business Manager

Direct contact to Headteacher and Chief Operations Officer

Package: All year round position

Wokingham Band 5

Post Objective:

To maintain and develop facilities and premises to meet the statutory, educational and community requirements of the school.

You will supervise the Site Management Team, which may consist of outsourced contracts or staff employed by the school.

The Job Holder will be responsible for all aspects of facilities management including a wide range of duties and responsibilities connected with the fabric and grounds of the school.

Primary responsibilities will include health and safety management, security, cleanliness, monitoring contracts/contractors. The job holder will also be required to establish and maintain effective relationships with the other organisations on the site.

Additional responsibilities will also include, undertaking routine maintenance and refurbishment, minor repairs, overseeing lets, ensuring surrounding areas are maintained and advising the School Business Manager (as well as Headteacher and Chief Operations Officer) on suggested improvements to the general school environment and to plan and carry out site maintenance programmes.

Although certain aspects of the role may be supported by employed staff or contractors, where such staff are not employed or contractors used the Job Holder will be expected to have a hands on role in ensuring all areas of responsibility are complete and they are competent in doing so.

Other Considerations: The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to and any required communications are forwarded on to all interested and relevant stakeholders.

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Duties and Responsibilities:

PREMISES MANAGEMENT

- Ensure the site is open at all required times
- To monitor the day to day maintenance, repair and cleaning of the site
- Monitor the day to day maintenance, repair budget and the cleaning materials budget
- To provide termly premises reports to the Chief Operations Officer
- Support the Chief Operations Officer by providing required information in order to
 - conduct/establish a rolling programme of redecoration/refurbishment
 - order and supervise repairs
 - act as project manager for small maintenance contracts and improvement schemes
 - provide relevant documentation for tenders or specifications of small to medium projects
 - develop and maintain appropriate monitoring procedures to ensure that the site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
 - carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual and electronic records where appropriate
- Support the operations of the school by
 - establishing a system to raise and monitor work requests
 - ensure day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
 - ensure grounds are maintained to a high standard
 - ensuring the premises team works efficiently and effectively so that the site is maintained to a high standard
 - portering duties e.g. delivering mail, moving furniture and equipment
- Liaise with other Facility Managers across the Academy Trust in order to develop best practice, improve systems and develop premises management operations

HEALTH & SAFETY (IN RELATION TO PREMISES AND ESTATES)

- To provide advice and support in relation to Health and Safety
- Provide advice and support in relation to Health and Safety on occupational safety and facilities management
- To ensure that all working practices comply with current legislation.
- Ensure that the site team, as well as other colleagues, are made aware of their health and safety responsibilities
- Ensure that the essential annual maintenance checks by external contractors are in place and carried out, eg security alarms, fire appliances, emergency lighting, electrical surveys, air conditioning, AHU's and plant equipment
- To provide safe access to the school in the event of snow, ice or flooding.
- Put in place all required Risk Assessments in relation to Facilities Management.
- Ensure COSHH assessments are in place for facilities and site related materials

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- Advise on any gaps in relation to Facilities Management risk management and provide proactive support in ensuring risks are minimised and documents held accordingly to document actions taken.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- Check appropriate risk assessments and method statements of all contracted work to the site (retain such records).
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures.

SECURITY

- To oversee the security of the premises, liaising with Police and other emergency services in this respect as necessary.
- To be responsible for opening and closing up of the school, this includes putting in place appropriate contingency measures
- To ensure that doors, windows and gates are secured and locked as necessary, and all security alarms are set and working correctly.
- To check, all perimeter fences and gates at least on a daily basis and at other times where necessary.
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded.
- To monitor, report and advise the School Business Manager on security issues.
- To act as main key holder for the school and be the first point of contact for emergency call-outs etc.
- During periods of absence establish emergency call out procedures with an appropriate security organisation.

GENERAL SITE DUTIES

- To ensure that all tools and cleaning products are stored and maintained correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- When available ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- To ensure the school hall and dining room floors are kept clean and polished.
- To set and monitor the school heating and hot water systems, ensuring availability wherever possible.
- To take and log energy readings on a monthly basis and report to energy providers and School Business Manager.
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded.

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- To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly.
- To maintain staging - ensure safe storage and usage.
- To ensure that all projector filters are cleaned monthly and complete records appropriately.
- To ensure appropriate statutory checks, such as, but not limited to PAT testing, is complete and accurate records kept.
- To ensure all indoor and outdoor plants are adequately watered during school closure periods.
- To collect and dispose of all waste, refuse and surplus materials.
- To perform summer checks on furniture and equipment and 'deep clean' where necessary.
- To carry out emergency cleaning if required.
- Deal with, or arrange others to deal with, all burst pipes, leaks, flooding, fires, breakages, accidents, break-ins, as appropriate.
- Ensure clear access to all emergency services
- Carry out an element of maintenance work, such as:
 - General repairs (eg replace coat hooks, door handles).
 - Joinery (eg put up whiteboards or noticeboards, furniture repairs).
 - Plumbing (eg replace tap washers, ball valves).
 - Glazing (or at least boarding up for glazing by others).
 - Painting (touching up where necessary).
- Ensure toilet requisites are replenished in a timely manner
- Clean floor maintenance equipment. Ensure that mechanical aids, steps and other equipment are in a safe condition. Report to the college manager any unsafe furniture or structural defect, or any teaching apparatus where noticed to be defective.
- Deal with graffiti.

ADMINISTRATION

- Maintain the school's equipment and plant inventory.
- To raise orders in compliance with budgets in accordance with the Financial Handbook (or other such document) for items/services required in relation to the Facilities.
- To order repairs and maintenance items in liaison with the Chief Operations Officer and School Business Manager.
- To maintain a record of all inspections and checks carried out.
- To establish and maintain a list of repairs / improvements.
- To establish and maintain all tools and equipment including a termly audit of all tools and equipment, their state of repair and where they are kept.
- To ensure mechanical equipment is inspected prior to each use.

Support the Trust

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Contribute to the overall ethos/work/aims of the trust

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- Participate in CPD as required/directed and participate in meetings as required, may result in local or national travel, as well as overnight accommodation
- Ensure own development needs are met, with any potential support sought in advance

It is your responsibility to carry out your duties in line with the Trust's policy 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 and the Equality Act 2010

Such other duties may be requested, as may be appropriate to achieve the objectives of the post to assist the Trust in the fulfilment of its objectives, commensurate with the post holder's salary grade, abilities and aptitudes.

Any variations to the job are a common occurrence and cannot of themselves justify a reason for a reconsideration of the grading of the job.

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

The post holder must ensure they are aware of all other policies and procedures, in particular those surrounding safeguarding of children.

The post must ensure they maintain the strictest confidentiality in relation to any stakeholders of the Trust.

Signed..... Academy Trust

Signed..... Job Holder

Date.....

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Person Specification

The successful candidate will be experienced professional who is energetic, innovative and influential, reliable and committed to working as part of a team.

More specifically candidates should be able to demonstrate the following essential minimum requirements, unless stated as desirable:-

Qualifications/Training

- Recognised Facilities Management/Building Services related qualification or working towards equivalent NVQ level 3/4.
- Hold recognised training/qualifications associated with premises management
- IOSH, Managing Safely (will provide training if required)
- Relevant First Aid Training
- Desirable:
 - NEBOSH Health and Safety Diploma Level - Fire Safety
 - NEBOSH Health and Safety Diploma Level - Occupational Health and Safety
 - Portable certification in appropriate trade, such as
 - Electrical Qualification – NICEIC
 - Fire Extinguisher Servicing - BAFE
- Recent and relevant professional development

Skills

- Excellent oral and written communication skills.
- Ability to read / write
- Effective ICT skills
- Time Management
- Ability to work with minimal supervision and direction, and act on own initiative
- Ability to adjust to constantly changing work demands and to meet competing deadlines
- The ability to understand and apply regulations
- Good analytical skills, to make effective decisions
- Consultation and negotiation skills
- Ability to develop and maintain relationships with a diverse range of stakeholders.
- Handyman Skills

Knowledge & Experience

- Experience on advising on Health and Safety
- Extensive experience of writing and advising on Risk Assessments
- Proven relevant experience of managing contracts/services in an educational or similar environment
- Desirable:
 - Practical experience and knowledge of financial systems and budget management

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- Proven experience of management and supervision of employees performing similar work
- Demonstrable experience of working closely with a wide range of stakeholders, e.g. contractors, staff, students and customers.

Professional Attributes

- Highly motivated
- Good communication skills
- Responds well to challenge and change
- Maintain high professional standards
- Maintains professional boundaries with students and parents.
- Demonstrates the ability to work effectively as part of a team.
- Commitment to working unsocial hours.
- Sense of humour
- On-going commitment to professional development