



HUJJAT PRIMARY SCHOOL

Site Manager

Application Pack

Start by March 2021

Term Time (plus 1 week)

FTE G5 19 £ 25,203 (pro rata £22,723.02 p.a.)

37 hours per week



Welcome

Thank you for your interest in this unique and exciting opportunity to play an important role in the development of a brand-new free school in Harrow.

The Hujjat School Trust's vision is to develop a school infused with positivity, creativity and passion for learning, which raises all children's aspirations regardless of their backgrounds.

School years are amongst the most influential period in our lives. Using Hujjat Primary's values-based approach to education, all staff will model values of the school to help create a happy and inclusive environment inspired by Islamic values where children can indulge their curiosity, develop a lifelong love for learning and build the foundation from which they can grow to become ethical, responsible and inspirational members of society.

Hujjat Primary School opened in September 2020 with two Reception classes as Harrow's first Muslim faith designated Free School and will have capacity for 420 children across 7 year groups by 2026.

David Poole,
Headteacher



"pursuit of knowledge

kindness & honesty

peace & equality

freedom of speech & thought"

Ethos

Our faith designation will be reflected in the values of the school, fostering cohesion and placing the school at the heart of the community.

The universally accepted human values and principles that are also cornerstones of the Islamic faith, will be promoted and embedded into the fabric of the school through the curriculum and the behaviour policy, ensuring that everyone, adults and children, of all faiths and none, can identify with and benefit from them.



Location

Based in Brookshill, Harrow Weald, surrounded by nature yet close to local amenities and transport links, Hujjat Primary School opened in September 2020 as Harrow's first Muslim faith designated Free School, and will have capacity for 420 children across 7 year groups by 2026.

Harrow is a vibrant, diverse Borough with a history of strong educational standards and many schools achieving above the expected national levels. The primary schools are very supportive of each other and often work on new initiatives together. The successful applicant will have the opportunity to help shape the broader environment of the school as a founding member of staff.



Curriculum

The Islamic philosophy of education emphasises that education must be for the holistic development of the individual and of society. At Hujjat Primary School, our commitment to outstanding academic achievement will therefore go hand-in-hand with the nurture of values, which underpin the development of good character.

Led and developed by our headteacher, the curriculum will grow mind, body and character through:

- A broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;

*Successful learners,
able to think,
question and reflect
independently*

*Confident, respectful
and effective
communicators who
can express themselves,
make informed choices
and build positive
relationships*

- Experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene, nutrition, personal and social skills;

*Well-rounded and responsible
citizens with a respect and
appreciation for the rights,
views, values and property of
others, and who make a positive
contribution to the school and
the community beyond*

- A values curriculum through which we will develop the virtues of good character, enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

Hujjat Primary

School will embody high expectations, high standards, and enable children to extend their learning to engage with local, national and international initiatives that will reflect the diversity in our community both within and outside the school.

Governance

The Hujjat School Trust was established in response to parental demand for a high performing school that could foster cohesion and promote a better understanding of the Islamic faith across the community. Approved in 2016, the team of educationalists, business professionals, local parents, community members and faith leaders have worked closely with the DfE to secure the site and opened the school in September 2020.

The vacancy

We are now seeking to appoint a permanent Site Manager.

Please refer to the job description and person specification below for further details.

The Trust is committed to offering a variety of comprehensive developmental opportunities for the successful candidates.

How to apply

Candidates of all faiths and none are very welcome to apply.

We hope that the information provided is useful and informative. If you wish to arrange an informal discussion in relation to the role, please do not hesitate to contact David Poole, Headteacher on headteacher@hujjatprimary.org.

To apply, please complete an application form and send it, together with a covering letter explaining your interest and how your passion, experience and skills will secure successful delivery of the role, via email to info@hujjatschool.org

Closing date for applications: Friday 15th January 2021, 1200hrs

Interview date: tbc with applicants

Safer Recruitment

Hujjat School Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks including:

- Right to work in the UK
- Health
- Identity
- Relevant work qualification
- Barred List Check
- Disclosure and Barring Service Check
- References
- Childcare disqualification declaration

Site Manager Job Description



Responsible to: School Business Manager

1. JOB TITLE Site Manager

2. GRADE: G5 19

3. RESPONSIBLE TO: SBM

4. SUPERVISION EXERCISED Indirectly: Cleaning Team

5. JOB PURPOSE

To ensure a proactive service is provided for the school, ensuring the whole site provides a clean, safe and secure environment at all times for the entire school community – staff, students, visitors, potential tenants and all other users. The Site Manager will be expected to use their own initiative and take decisions to achieve this. He/she will be a fully participating member of the school community and is expected to take an active interest in the day to day running of the school.

6. MAIN ACTIVITIES AND RESPONSIBILITIES:

With advance notice, flexibility around shift patterns will occasionally be required to cover locking up after parents' evenings, concerts, etc.. The following is a summary of the areas of responsibility – a more detailed list is available on request.

- Ensure that buildings, site and resources are secure, including during out of school hours and take remedial action if required
- Act as a designated key holder for the school premises
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site and cleaning duties
- Arrange emergency repairs
- Arrange regular maintenance and safety checks
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
- Monitor stock and assist in ordering supplies
- Undertake general portage duties, including moving furniture and equipment within the school
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to SBM immediately
- 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
- Monitor the work of and manage cleaning and other site staff. Until cleaners are appointed there will be cleaning duties of 2 classrooms and the school office area.
- Ensure the school's grounds are maintained in line with set expectations and methods
- Work with Senior Leaders to complete risk assessments and ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register

Individuals in this role may also undertake some or all of the following:

- Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
- Be aware of all out of hours activities at the school and make arrangements for the smooth running of school functions and outside lettings
- Carry out minor decorating jobs
- Be aware of all out of hours activities at the school and make arrangements for the smooth running of school functions and outside lettings
- Carry out minor decorating jobs

All Staff will:

- Support the aims and policies of the school.
- Aim to foster good relations between the school and the community.

This job description will be reviewed as part of the Performance Management Process but may be changed at any time if necessary.

For further information about our school, please look at our website:

<https://hujjatprimary.org>

We would love to talk to you to discuss this role further. Do contact us if you are interested by email on Headteacher@hujjatprimary.org and we will arrange to call you back

Site Manager Person Specification



HUJJAT PRIMARY SCHOOL

Qualifications

Skills/Abilities/Knowledge

	• Essential	Desirable	Evidence
1. EDUCATIONAL ACHIEVEMENTS, QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Hold or being willing to undertake relevant health and safety • Basic training and/or sound experience in one or more of the following: general maintenance, carpentry, electrical, and/or painting and decorating City and Guilds or other recognised qualification in essential skills 	•	Application
3. JOB RELATED KNOWLEDGE, APTITUDES AND SKILLS	<p>Must be able to communicate verbally and in writing to a high standard Considerable experience in aspects of DIY and clerical work Building industry experience Grounds Maintenance</p> <p>To deal on a credible level with building contractors.</p> <p>To organise tenders and report to the Trust Board Evidence of organisational and management skills Ability to plan, schedule, monitor and evaluate work on own initiative To positively project the image of the school Good administrative skills</p> <p>Commitment to ensuring value for money at all times through a procurement process Excellent time management skills Good knowledge and use of IT</p> <p>Physical The ability to meet the physical demands of the post</p> <p>Excellent knowledge of Health and Safety Regulations and understanding of Risk Assessments</p>	•	Application Interview
4. PERSONAL QUALITIES	<p>To get on well with pupils, colleagues, and the public</p> <p>Have an understanding of Health and Safety at Work</p> <p>Have a flexible approach, interest in self development</p> <p>Be observant</p> <p>Be understanding of and committed to equal opportunities</p>		Interview Reference

	Have good inter-personal skills and the ability to work with people at all levels		
5. EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin 		Interview Reference

