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**Site Manager**

**Required**

**As soon as possible**

**Grade 8 SCP 19**

**32.5 hours per week**

**Split shift**

**Term time plus 4 weeks**

**Salary: £20,919**

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Dear Potential Colleague,

Thank you for expressing an interest in this post.

I am delighted to be writing to you as Principal of Brambles Primary Academy, part of South Pennine Academies. South Pennine Academies established Brambles as a new primary academy taking its first pupils in September 2018. We are now preparing for the 4th year of opening in our brand new state of the art building.

The academy has a published admission number of 180, which will rise to 420 over time. It is a highly cohesive, multicultural environment that reflects the local community make-up. This diverse school community has equality at the core of its values. Resect and inclusivity are essential to ensuring an efficient and effective school. We ensure equality of opportunity to all children and families in terms of access to and the teaching of the curriculum. All students are encouraged to achieve their potential, and to recognise and respect the worth of individuals irrespective of gender, race, religion/belief, age, disability or sexual orientation. Our curriculum is designed to maximise everyone’s potential, instilling aspirations for life long learning.

As part of South Pennine Academies, our vision is to develop Brambles Academy as part of a group of closely partnered academies, ensuring that we are a world class Centre of Excellence for Teaching and Learning. We will endeavour to ensure that Brambles Primary Academy plays a pivotal role in improving the life chances of all students, develop local partnerships to enhance our community and promote school improvement that is inclusive and diverse.

South Pennine Academies is fully committed to providing an academy that is at the heart of the community it serves. This highly diverse community, with pockets of extreme deprivation deserves a school that is giving their children the best possible start in life. Ensuring that children leave equipped to take the next step in their lives is central to our vision. We focus on building positive and effective relationships and being welcoming, listening and acting on feedback. We are working towards becoming a UNICEF Rights Respecting School, hoping to achieve the Gold Award by the end of 2020.

We are looking to appoint a site manager who already possesses special qualities, but also one who is excited by the potential to be part of the development of our growing academy, complementing the team and working alongside us to support our unique philosophy, vision, ethos and curriculum for Brambles Primary Academy.

If you are the person we seek, you will be able to demonstrate the following skills and abilities:

* Understanding and experience of site management
* Ability to transfer site management skills to the school environment.
* Have health, safety and wellbeing of the school and team as a priority in your work
* Excited about being part of a relatively new and ever-growing team
* Well organised and able to work well both as part of a team and independently.
* Good interpersonal and communication skills
* Prepared to make a valuable contribution to our local community and school.

If you think that you may be the right candidate for this exceptional role, then I look forward to receiving your application.

If you would like to discuss the role in more detail, then please do not hesitate to contact me on 01484 240338.

Yours faithfully,

Sallie Dodd

Principal

Brambles Primary Academy

*Our temporary buildings are based next to Highfields Adult Learning Centre, Cemetery Road, Huddersfield, HD1 5NF. Brambles Primary Academy new school building will be located on Clare Hill Playing Fields, Huddersfield HD1 5NF.*



**South Pennine Academies**

**Vision**

* To develop a group of closely partnered academies
* To ensure all academies are world class centres of Excellence for Teaching and Learning
* To ensure the Trust plays a pivotal role in improving the life chances of students
* To develop local solutions and partnerships to meet local needs
* To promote school improvement with inclusion and diversity at its core

**Values**

South Pennine Academies believes in school improvement through a partnership model. This brings drive, expertise and capacity to the school improvement agenda. We recognize and encourage each academy’s unique characteristics and ethos, reinforcing their individual identities within their respective communities. Working within a multi academy trust allows school to school support to flourish. Becoming part of our partnership will allow you to become a leader not a follower and be involved in shaping the partnership rather than having it shaped for you.

**Key Priorities**

* Strong and Effective Leadership
* High Performing Staff
* Successful Students

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**THE SELECTION PROCESS**

**How to Apply**

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Site Manager** you should;

* Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
* Ensure you fully complete the relevant skills and experience section of the form, (no more than 2 pages) addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of the Academy.
* Submit your application by: **9am Monday 24th May 2021**
* Closing date for applications: **9am Monday 24th May 2021**
* Shortlisting **: Monday 24th May 2021**
* Interview Day**: Friday 28th May 2021**

Successful applicants will be required to undertake a Criminal Record Check via the DBS. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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**Brambles Primary Academy**

**Site Manager**

**Job Description**

**Scale**  Grade 8 £20,919 per annum

  32.5 hours (split shift 6:30 – 10:00am and 2:30 – 5:30pm)

  Term time + 20 days

**Purpose of the post**

To be responsible for the supervision of all the site maintenance and services including the site / cleaning staff and external contractors in order to maintain a healthy and safe environment for students, staff and other users of the premises.

To work alongside school leaders and trust staff, to ensure both the temporary facility and permanent building are secure, safe and fit for purpose. To report any defects and issues to your line manager and positively interact with colleagues, parents and children, in accordance with the ethos of our academies.

The post is based at Brambles Primary Academy, but you could be required to work at any of our Kirklees Academies.

**Key areas**

1. Management and Organisation
2. Customer Care
3. Security and Buildings Operation
4. Defect Repair
5. Contract Control
6. Cleaning Work
7. Waste / Pest Control
8. Handling Goods and Equipment
9. Administration
10. Health and Safety
11. Fire and Evacuation
12. General
13. **Management and Organisation**
    1. Implement the site’s planned repair and maintenance programme in line with the Premises Development Plan and health and safety standards
    2. Provide specialist advice and guidance as required
    3. Control and manage devolved budget in line with financial procedures
    4. Initiate specifications and orders for all repairs/improvements and authorise relevant works
    5. Liaise with contractors responsible for the provision of security equipment
    6. Ensure all site staff are trained in all relevant security procedures
    7. Ensure all cleaning duties are fulfilled and the site is a clean and litter-free environment
    8. Take a lead role in monitoring, maintaining the trust’s Health and Safety policies and procedure as they relate to the building, facilities, cleaning and grounds:
    9. Ensure fire alarms are tested in line with guidelines and relevant records are kept
    10. Assist in all fire/safety evacuation procedures and tests
    11. Ensure equipment used by caretaking and cleaning staff is validated and in safe working condition
    12. Ensure Risk Assessments and COSHH Assessments are up-to-date, staff are trained in their use and relevant up to date records are kept
    13. Keep records of regular checks/service calls on equipment
    14. Ensure all site staff are trained in all relevant emergency procedures
    15. Secure and monitor contracts for specialist or larger repairs within an agreed budget and following academy procedures
    16. Support the Academy with Carpark Marshalling, in particular at drop up/pick up time
    17. Maintain tidy and organised work spaces and storage areas

**Customer Care**

* 1. Acting as a responsible adult role model for pupils and being a positive influence with regards to behaviour and attitude.
  2. Being a positive member of the academies staff maintaining good relationships with building users and other members of the academy community.
  3. Ensure that all enquiries and visitors to the premises are dealt with in a prompt, courteous and efficient manner as required under the Academy standards, recognising the wide range of diverse needs and expectations.
  4. Interacting with building users to understand their requirements and advise them on the best way to ensure that they are met.
  5. Presents a positive image of themselves and the Trust by ensuring that customers receive a courteous and professional service to meet their needs. This includes explaining when things are not possible, giving reasons and suggesting alternatives.
  6. Responsible for the security of the site including ensuring that unidentified or unexpected people / visitors to the academies or in the buildings, are appropriately challenged to ensure that there are no potential child protections issues or security risks, reporting concerns and liaising with other agencies as appropriate.
  7. Responsible for ensuring that contractors on site work in an appropriate manner in compliance with Trust’s policies and health and safety regulations to maintain the health and safety of pupils, building users and visitors.

**Security & Buildings Operation**

* 1. Opening and closing premises, facilities and grounds to meet the routine and non-routine requirements of the building’s occupants.
  2. Carry out security procedures for buildings, facilities and grounds; i.e. security inspections (lock/unlock doors, activate/deactivate automated alarm equipment), identifying repairs, identifying suspicious occurrences and liaising with police and Authority officers accordingly.
  3. Operating the heating plant so that adequate temperatures are maintained in the premises (subject to the degree of control in the academy) and that a supply of hot water is provided within the statutory temperature range.
  4. Carry out routine specified operating procedures/ inspections and testing on ancillary equipment or facilities and grounds e.g. security /fire alarms, emergency lighting, sewage pumps, air conditioning units etc.
  5. Efficient operation of heating, water and electricity supplies and to carry out routine checks and minor repairs as necessary
  6. Carry out activities to ensure that reasonable access is possible in times of inclement weather, e.g. gritting, snow clearance. Both manually and using onsite equipment such as snow plough (training provided).
  7. Attend call outs as required.
  8. Grounds maintenance activities (as appropriate to training and equipment) for example litter picking and weed-killing and planting.
  9. Patrol the grounds and deal with building issues that may arise.
  10. Prevent unauthorised access, trespass or parking of vehicles on the premises and grounds in line with agreed procedures
  11. Maintain school buildings, fabric, fixtures, fittings and furniture and carry out minor repairs

**Defect Repair**

* 1. Identifying and collating defects and repairs that require attention and initiating action for their rectification for example graffiti removal; following consultation with their manager and/or working within the agreed budgetary and operational procedures in the academy.
  2. Carry out “first aid” emergency repairs to ensure building security and safety as the need arises.
  3. Within his / her competence, carrying out an individually specified range of repairs and general handyman duties or liaising with maintenance staff at partner academies to ensure repairs are completed.

**Contract Control**

* 1. On behalf of the Principal or Business Manager ensure the contractors work is undertaken in accordance with the contractual obligations and comply with health and safety requirements.
  2. On behalf of the Principal, act as a liaison point to monitor the progress of defect rectification work with contractors to ensure that defects are repaired promptly within agreed timescales
  3. Ensure contracts are in place to respond to alarm call outs outside normal working hours or to ensure cover by a member of staff

**Cleaning Work**

* 1. Ensure the cleaning (internal and external) on the campus is performed efficiently and to a high standard
  2. Perform occasional non-routine cleaning tasks as and when required, e.g. window blinds, shampoo carpets, internal windows or outer walls, internal and external surfaces of outer doors and partitions in entrance areas.
  3. Responsible for stripping, sealing and polishing floor surfaces to meet the building requirements.
  4. Ensure that all footpaths are free from weeds (with or without the use of chemicals).
  5. Ensure ground drain gullies, toilets and sink outlets remain free flowing and clean.
  6. Litter picking on a daily basis.
  7. In the event of snow, frost or minor flooding or similar emergency situations ensure clear access to important entrances

**Waste/Pest Control**

* 1. Dispose of rubbish and ensure unimpeded access for refuse collectors to enable bins and containers to be emptied without hazard or hindrance.
  2. Ensure that overnight, the building is clear of all collected rubbish.
  3. Report all evidence of vermin/pests immediately to the Business Manager.
  4. Ensure that all external litter bins are emptied when required.
  5. Ensure the site is litter free, as far as is reasonably practicable, using appropriate machinery subject to relevant training.
  6. Responsibility for the collection and storage of yellow bagged clinical waste to a designated safe area and arrange for disposal through the authorised academy representative.

**Handling Goods/Equipment**

* 1. Ensuring that adequate supplies of fuel and cleaning materials are available. To order following academy procedures, receive and where relevant, store, fuel supplies, cleaning materials and cleaning equipment, within a delegated budget.
  2. Porterage duties including satisfactory receipt distribution, collection and dispatch of goods to and from the school. Organising and participating in the movement of furniture, crates and containers, e.g. preparing halls for exams, assemblies or events.

**Administration**

* 1. Maintain required stock records and carry out stock taking from time to time in accordance with Academy procedures
  2. Monitor and manage stock (e.g. bulbs, cleaning / hygiene materials) within an agreed budget, cataloguing resources and undertaking audits as required
  3. Maintain an inventory of all machinery, equipment and /materials
  4. Carry out administrative tasks e.g. maintaining records, information and data, producing reports as required
  5. Compliancy checks and records with respect to:
* Cleaning contract records
* Accident reporting
* COSHH information sheets
* Defect register
* Machinery maintenance and operating logs
* Energy conservation logs
* Fire equipment logs
* Risk assessments
* PAT Testing
* Asbestos registers
* Emergency Lighting / Fire Door Inspections / Fire Call Points
* Other records as specifically directed by his / her line manager.
  1. Setting up and maintaining routines to manage processes. Using the Academy’s IT software to record and manage routines.

**Health & Safety**

* 1. Take reasonable care of the health and safety of self, other persons and resources whilst at work.
  2. Co-operate and collaborate with management to ensure the responsibilities placed upon the Academy under the Health and Safety at Work Act are performed, e.g. operate safe working practices.
  3. Monitor the Health and Safety of the site using IT equipment and software to record daily, weekly and monthly checks
  4. Ensure equipment used by caretaking staff is validated and is in a safe and working condition and support the cleaning staff to undertake the same responsibility.
  5. Provide access to the academy’s first aid facilities, equipment and telephone.
  6. Ensure that employees of the contractor comply with PUWER / COSHH regulations.
  7. Monitor all relevant Health and Safety Standards aspects within the building as may apply under Health and Safety legislation.
  8. Identify during the course of normal duties departures from maintained standards and report where necessary.

**Fire and Evacuation**

* 1. To ensure that the buildings fixed fire appliances are fitted, accessible and have not been damaged and that safety measures/fittings are not being misused: liaising with fire officers to rectify any deficiencies.
  2. Test fire alarms in accordance with the academy procedures.
  3. Comply with the building emergency procedures with respect to evacuation, fire etc.

**General**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust’s and Academy’s responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable. You can find more information about our Safeguarding policy on our website. Please visit:

<https://www.bramblesprimary.org.uk/Curriculum/Safeguarding/>

* 1. Carry out your duties with due regard to current and future Trust and Academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Academy communications.

**Disclosure Level: Enhanced**

**Responsible to: Principal**

**Brambles Primary Academy**

**Site Manager**

**Person Specification**

E = Essential    D = Desirable

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| **1** | **Aptitudes:** |  |
| 1.1 | To communicate effectively with staff, pupils, parents, visitors and contractors | E |
| 1.2 | To work under pressure | E |
| 1.3 | To take initiative and work independently | E |
| 1.4 | To organise and develop effective systems | E |
| 1.5 | To be innovative and creative in developing solutions | E |
| 1.6 | To prioritise and plan to ensure completion of tasks | E |
| 1.7 | To work to high levels of accuracy and confidentiality | E |
| **2** | **Characteristics** |  |
| 2.1 | Self-motivated and hard working | E |
| 2.2 | Sense of humour and optimism | E |
| 2.3 | Willingness to be flexible and work to meet the best interest of the Campus | E |
| 2.4 | Open, honest and approachable | E |
| 2.5 | Innovative and creative | E |
| 2.6 | Displays commitment to the protection and safeguarding of children and young people | E |
| **3** | **Skills** |  |
| 3.1 | Highly skilled communicator | E |
| 3.2 | Teamwork and collaboration | E |
| 3.3 | Literacy and Numeracy Skills | E |
| 3.4 | Good DIY skills | E |
| 3.5 | ICT skills | D |
| 3.6 | Interpersonal Skills | E |
| 3.7 | Safety Awareness | E |
| 3.8 | Understanding of fire safety | E |
| 3.9 | Asbestos Awareness | D |
| **4** | **Qualifications and Experience** |  |
| 4.1 | Holds IOSH managing safety in schools or prepared to work towards this | E |
| 4.2 | Holds current First Aid at work qualification or prepared to work towards this | E |
| 4.2 | Previous experience of managing a site | E |
| 4.3 | An up-to-date understanding of Health & Safety related statutory requirements | D |
| 4.4 | Level 3 qualification or Equivalent Level of expertise | D |
| 4.5 | Experience of working in an educational setting | D |