



LEARNING
ACADEMIES TRUST

**SITE MANAGER
RECRUITMENT PACK
KNOWLE PRIMARY SCHOOL**

BELIEVE YOU CAN, TOGETHER WE WILL

www.learningat.uk 01752 938028 @ info@learningat.uk

About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

Together we will... work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

Aspiration Excellence Collaboration Inclusivity Kindness Respect



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website www.learningat.uk

A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk hr@learningat.uk

About Knowle Primary School

Headteacher: Mr Ben Norris

Location: Ringmore Way, West Park, Plymouth, PL5 3QG

Approximate number of pupils: 350

Approximate number of staff: 70

Message from the Headteacher

At Knowle we have made it our mission to make every moment count for every child. We are proud to serve our community and ensure that we support every one of our children to reach their potential and beyond! Knowle is a vibrant, energetic school where our staff create a nurturing and challenging environment for our children to grow. Our ambitious curriculum ensures that all children achieve well in all subject areas, taking new knowledge and forming opinions, learning new skills and challenging each other to achieve new goals.

We have created a culture whereby every staff member wants to improve their practice and our strong team ethos enables the supportive environment with which we achieve this. Our team are striving for excellence and know that when we work together, we can achieve great things for our children. We are delighted that in June 2021, we were awarded a Good rating from Ofsted that recognised Knowle is a unique and special school with children at its heart. We create lasting memories for our children and ensure that their learning journey is inspiring and rewarding.

Ben Norris, Headteacher

Site Manager Job Description

Location	Knowle Primary School
Terms of contract	Temporary to backfill a mobilisation of substantive post holder
Salary	Grade D £22,777 - £25,409
Hours/weeks	37 hours per week, 52 weeks per year
Closing date	9am 1 st September 2023
Interview date	7 th September 2023
Anticipated start date	As soon as possible

Job Summary

To be responsible for the fabric and grounds of the school, including the security of the school premises. To liaise daily with the Head of School and Office Manager on caretaking issues and the Estates Manager on more strategic issues and processes. To carry out day to day maintenance of the premises, machinery and plant equipment.

Key Roles and Responsibilities

- Have experience in instructing and supervising maintenance and cleaning staff.
- Take responsibility for the security and safety of the school buildings and site.
- Undertake statutory checks including daily/weekly/monthly recording where required.

- Be a key holder and attend emergency callouts for the school.
- Be able to undertake general repairs and maintenance and generally upkeep the buildings, and site maintained to a high standard.
- Have a proven ability in planning and prioritising repairs, including liaising with the Trust's Estates Manager.
- Be pro-active in identifying maintenance issues/defects and act to minimise cost.
- Work in a flexible manner to meet the needs of pupils and the school.
- Facilitate maintenance work by specialist contractors and supervise to ensure H&S compliance.

JOB PURPOSE	<ul style="list-style-type: none"> • To be responsible for the property management of the school, liaising regularly with the Headteacher or Head of School on caretaking and site management issues. • To ensure the security and safety of the school premises • To be responsible for the cleaning team
DECISION MAKING	<ul style="list-style-type: none"> • The job involves working within recognised procedures yet initiative is welcomed. • May involve working independently to unexpected problems and situations. • Will have access to the Trust Estates Manager for advice and guidance on unusual or difficult problems. • There will be considerable work related pressure from conflicting work demands, deadlines and interruptions so the ability to manage this and prioritise appropriately is essential.
ACCOUNTABILITIES	<ul style="list-style-type: none"> • Line manage the cleaning team, undertake induction and annual appraisals • Responsible for the property management of the school, liaising regularly with the Headteacher/ Head of School and Trust Estates Manager. • Ensure the security of the school premises. • Maintain all tools, machinery and equipment • Develop and promote the lettings of the school building including sports facilities • Assist in the development of building works, CIF bids and projects. • Assist the Headteacher/Head of School/ Office Manager in the operation and management of the repairs maintenance budget. • Fully opening up the school at 7:30am during term time.

RESPONSIBILITIES	<ul style="list-style-type: none"> • Carry out general maintenance duties to include: replacement of tap washers and ball valves; repair of door and window furniture; assembly of furniture; fitting of coat hooks, shelves and display boards; re-hanging of doors, carry out repairs/make good chairs and tables etc. • Maintain and repair glazing, maintain and repair vinyl and ceramic floor and wall tiling, minor plastering i.e. patching walls. • Carry out grounds maintenance tasks to include; weeding hard paved areas; treating pathways, steps etc. with salt, sand and grit; clearance of leaves and litter; keeping any foliage cut back; maintenance of hard paved areas; painting and decorating as required and undertaking spring-cleaning including some high-level cleaning. • Maintain Key Log and other appropriate records. • Undertake emergency cleaning as appropriate to a School Environment. • To assist/work with other site managers across the Trust and/or support other schools as required. • Undertake other duties appropriate to the grading of the post (this list is not exhaustive) as required by the leadership team.
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Person Specification

Job Title	Site Manager
Location	Knowle Primary School
Grade	Grade D

	ESSENTIAL	DESIRABLE
EXPERIENCE & JOB KNOWLEDGE	<ul style="list-style-type: none"> • Experience working on a school site or similar • Dealing with contractors and suppliers • Managing and supervising a cleaning team • Managing access to the premises and maintaining security • Supervising external contractors 	<ul style="list-style-type: none"> • Experience working at Primary Schools • Understanding of multi academy trusts

KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of maintenance work and the use of associated tools and equipment for a range of maintenance tasks some of which may be complex in their nature • Knowledge of the Health and Safety at Work Act including COSHH regulations • Experience of carrying out administrative processes relevant to the job • Experience of staff supervision and an understanding of security matters • Outline knowledge of Fire marshal responsibilities - attend training and ensure the building conforms to current regulations. Training will be provided. • Experience of ordering cleaning materials and consumable i.e. soap, towels etc. • Knowledge of heating and alarm systems • Manual handling 	
PERSONAL SKILLS & ATTRIBUTES	<ul style="list-style-type: none"> • Able to communicate effectively with staff and suppliers/contractors • Able to demonstrate relevant experience in building general repair and maintenance • Able to demonstrate good practical skills in building general repair and maintenance • Ability to plan own workload and be flexible as required to suit the needs of the school. • Basic ICT Skills including use of Word, Email Systems and Excel • Ability for some heavy lifting, physical fitness appropriate to tasks required. • Ability to work alone for long periods of time with no supervision and use initiative to prioritise tasks 	<ul style="list-style-type: none"> • Full UK Driving Licence • Relevant practical skill qualification such as City & Guilds (e.g. joinery & carpentry, PAT) • First Aid • Completion of Asbestos Awareness Course • Knowledge of Legionnaires Disease and appropriate prevention methods.

Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an

extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.