



The Charles Kalms Henry Ronson
**Immanuel
College**

HMC Independent Jewish Day School for Children aged 4-18

Site Manager

Full Time, All Year Round

Candidate Information Pack
August 2021



Academic Excellence HMC
Expert Pastoral Care
Inspiring Jewish Education



Excellence in Education
The Independent Association
of Prep Schools

Site Manager

Full Time, All Year Round

The Role: We are seeking a proactive and experienced Site Manager to play a pivotal role in the day-to-day running of the School site, including management of the caretaking team. Providing excellent customer service, with a keen eye for detail and strong technical skills, the successful applicant will ensure our facilities are clean, safe and well maintained.

The postholder will also contribute to the continued development and improvement of the site and will have oversight of various contractors for both minor and larger scale building projects.

Set in 11 acres, Immanuel College is housed in a grade II listed building surrounded by newer additions with all facilities and challenges associated with a medium-sized preparatory and senior school.

The School: We are a highly successful, modern orthodox, co-educational, independent Jewish day school, characterised by exceptional academic standards, outstanding pastoral care and a renowned programme of Jewish study. We recently were assessed as “excellent” by ISI in July 2019 and achieved outstanding public exam results this Summer. We enjoy an environment of happy, fulfilled young people, fully engaged in the life of the school community, aspirational and committed to their studies.

Staff Benefits: Immanuel College is a vibrant, professional and caring place to work, where every day brings new challenges and opportunities. We can offer the successful candidate a competitive salary and are deeply committed to the emotional and professional wellbeing and development of all our staff. Our added benefits include access to a pension scheme, a supportive staff training programme, membership to a healthcare scheme, subsidised lunches, family friendly policies and a range of wellbeing initiatives.

Closing Date: The closing date for this post is 10.00am on Wednesday 15 September 2021

Selection Process: The selection process will take place during w/c Monday 20 September 2021

Interview Date: Week commencing Monday 27 September 2021

How to Apply: For a candidate information pack please visit our website www.immanuelcollege.co.uk
An Application Form, Equal Opportunities Monitoring Form and the names and contact details of two referees should be sent to Mr Gary Griffin, Head Master at jobs@immanuelcollege.co.uk

Further information: Further questions should be directed to the Bursar, Mr Antony Berkin, at aberkin@immanuelcollege.co.uk

Please submit your application as soon as possible as we may invite strong candidates to interview before the closing date. As a result, please note that we reserve the right to close this vacancy earlier than the advertised date if we receive applications that meet the criteria.

Immanuel College is a thriving and successful HMC co-educational Jewish day school for children aged 4 to 18. We welcome, on an equal basis, all applications regardless of faith.

Immanuel College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Head Master: Mr Gary Griffin BA (Soc) Hons, Elstree Road, Bushey, Herts, WD23 4EB. Tel: 020 8950 0604

Dear Applicant

May I thank you for showing interest in applying for the post of Site Manager at Immanuel College. I thought it might be appropriate to tell you a little about me and to draw your attention to the job description for this position. I was appointed as the new Head Master of Immanuel College in April 2017 and took up the position on 1 September 2017. Previously, I had worked at City of London School, most recently as Second Master (the School's Senior Deputy) whose remit covered the pastoral and disciplinary systems, as well as overseeing all the support staff and the day-to-day running of the School.

My experience at Immanuel has been very positive. It is a friendly and welcoming school, very much a vibrant community where relations between pupils and staff - and indeed between staff - are relaxed and yet respectful. The College is relatively new, as you will see from the accompanying information pack, but it has grown significantly in recent years. We now have 700 pupils in the School. We were inspected by the Independent Schools' Inspectorate (ISI) towards the end of the academic year 2018-19 and the College was found to be "excellent" (ISI's highest possible grading) in both elements of the Inspection:

- The achievement of the pupils, including their academic development
- The personal development of the pupils

Our public examination results in the summer of 2021 were outstanding. At A-Level 96% of all entries were graded A*/B with 59% at A*. 56% of EPQ candidates were awarded A* and 44% an A. At GCSE 79% of all examinations were graded 9-7, including 32% at the very highest level.

As a relatively new Head, I have introduced a Strategic Plan for the College for the next three years and we are currently implementing changes to improve our facilities, our policies and our academic and pastoral provision as well as further developing our formal and informal Jewish education. I am not envisaging wholesale change or disruption. Rather, I am attempting to modernise and consolidate what we currently have in place, in a gradual and evolutionary process.

I do hope that you will be interested in finding out more about Immanuel. If you would like to discuss the role in greater depth, please do not hesitate to get in touch.

Kind regards



Gary Griffin
Head Master



**We're proud to be rated "Excellent" – ISI
Inspectorate June 2019**

Head Master: Mr Gary Griffin
BA (Soc) Hons, Elstree Road,
Bushey, Herts, WD23 4EB.
Tel: 020 8950 0604



The School

Immanuel is a highly successful, modern orthodox, co-educational Jewish day school, characterised by exceptional academic standards, outstanding pastoral care and a renowned programme of Jewish study which complements the demanding academic curriculum.

The atmosphere at the College is encompassed by happy, fulfilled young people, fully engaged in the life of the school community, aspirational and committed to their studies. The College ethos reflects a conscious engagement with modernity, a sense of the spiritual importance of Israel for Jewish students, and a dedication to the value of co-education.

The College has good facilities including several new buildings, and offers an extremely wide range of extra-curricular activities, of which the exceptional series of educational visits is an outstanding example. Relations between the pupils and staff are open, warm and mutually supportive; characteristics which are also found in the wider Immanuel community of parents and alumni.

The Immanuel College Preparatory School (ICPS) opened on the school site in September 2011, a reflection of increasing demand for the outstanding education provided by the College. At all levels, the pupils benefit from inspirational teaching, supported by a highly regarded system of pastoral care, which enables them to progress to leading universities when they leave the Sixth Form.

The future for the College is exciting: from a commercial perspective, its finances are sound, the School is increasingly popular and there is a strong sense of purpose and a growing track record of success in the educational, pastoral and faith dimensions of Immanuel's work. Immanuel's most recent ISI inspection found that Immanuel's "standards are excellent" and commented on "the outstanding support and guidance that pupils receive" at the School.

Location

The College is located in South-West Hertfordshire in an area that can genuinely be described as a leafy suburb. Road communications are excellent; with the M1 only a few minutes' drive away. The College definitely has an outer London feel to it, offering the educational and cultural attractions of the capital, but set in an almost rural location.

Immanuel serves the north London Jewish community along with a number of other excellent schools, which means that competition for pupils is stiff. This presents particular challenges for the School's marketing and presentation of its particular vision and strengths, to which it responds with imagination and vigour. Buses bring in pupils for areas as far afield as Totteridge, Hampstead Garden Suburb, Pinner, Edgware, Hendon and St John's Wood each day.

History

The College was founded by the Jewish Educational Development Trust in 1990 under the leadership of the Chief Rabbi Lord Immanuel Jakobovits and with the participation of his successor, Chief Rabbi Lord Jonathan Sacks. The founding vision was quite deliberately to offer Jewish boys and girls an alternative to the great public schools such as Haberdashers' Aske's, Merchant Taylors', St Paul's and City of London, in an academic environment where the curriculum could be enriched by an extensive programme of demanding Jewish studies at all levels. The combination of a high quality secular education and an undogmatic Jewish experience remains at the heart of the College's vision.

The past decade has seen a number of significant additions to the facilities, whilst existing buildings have been successfully converted to new use including a fitness suite, a theatre, an unusually productive photographic studio and dark room, a newly refurbished dining room, a new Sixth Form Art Studio, a newly opened Library in Caldecote Tower, a new Music Technology Suite and the Atar-Zwillenberg Beit HaKnesset for both formal and informal Jewish learning.

The Head Master of Immanuel College is currently a member of HMC, of the Haileybury Group and of PaJes, the Partnership for Jewish Schools, which provides a forum and training for a family of high-achieving and over-subscribed State-funded and independent primary and secondary schools.



Teaching & Learning



The three pillars of Immanuel College's education - academic excellence, expert pastoral care and inspiring Jewish studies - remain the cornerstone of its activity.

The approach to teaching and learning at Immanuel is ambitious. It is characterised by teaching that is supportive, sensitive, innovative and demanding, and by the enthusiastic transmission of traditions to the next generation in an inspiring way. Teaching goes well beyond the normal classroom: within the Jewish context, pupils within the community are encouraged to keep as many of the mitzvot (commandments) as possible as part of their daily lives.



Academic added value is a defining feature of the College. The demands of the curriculum, extending beyond the statutory demands of the National Curriculum, ensure that excellent standards of secular and Jewish study are promoted, and that pupils are prepared for university and life-long involvement in Jewish learning.

The Secondary School conforms to the English system of year groups 7-13, denoting pupils of age 11 to 18. A deep, broad and thought-provoking Jewish education, including life-changing whole-year-group trips to Israel and Poland, is offered by educators in the Jewish Studies, Modern and Biblical Hebrew Departments.



The School teaches the usual range of subjects, including English, Mathematics, Science and Jewish studies as a core element of its curriculum for all years. GCSE options include History, Geography, Art, PE, ICT, Music, Drama, Modern Hebrew, French and Spanish. Typically, students take between 8 and 10 different subjects for GCSE and stay on in the Sixth Form (Years 12 and 13) to study Advanced Levels in 3 subjects, plus the EPQ Research Project favoured by universities.

Options at A Level currently include all of the above subjects and in addition: Psychology, Media Studies, Economics, Photography, Sociology, Business and Politics. Excellent results at this level, and superb support and guidance towards university applications, both before and after pupils leave Immanuel ensures access to the most competitive universities. The Sixth Form curriculum is currently under review and a variety of enrichment programmes and options are being considered.





Extra Curricular & Community Links

The School's co-curricular programme is rich and varied.

Co-curricular clubs, supervised by members of the teaching staff, provide further opportunities to develop pupils' confidence and broaden their horizons. The clubs span every aspect of school life and include art, chess, debating and public speaking, drama, DoFE, ICT and Israel. Clubs exist for modern languages including Mandarin, French and Italian, as well as for astronomy, science and sports. In the past year Model United Nations, The Military History Society and Philosophy Society have been added to the provision.

Music, drama and art/photography are areas where the College has excelled in recent years. Concerts, plays and the annual musical are always well produced and popular and the Art and Photography Exhibition each summer is impressive and enjoyed by a large number of visitors.

Supporting the local and wider community is integral to life at Immanuel. Pupils volunteer regularly to visit elderly residents in local homes and also for the Yoni Jesner award scheme. Through the Alan Sennitt Leadership Scheme, links are fostered with a local Sikh school and with other schools of different faiths.

The College is a member of the Three Faiths Forum through which, for example, pupils have attended conferences on business ethics along with Muslim and Christian pupils from other schools.

A member of staff also oversees the College's Outreach programme, which provides guidance and training to neighbouring state schools for Oxbridge and Medical School applications.

The College is also rightly proud of its charity fund raising which is organised by the pupils under the direction of a Sixth Form Committee and a member of staff.

Pastoral Care & Welfare of Each Pupil

Each Section of the College is overseen and monitored by the Head of Section supported by a Deputy, where appropriate. The teams of Form Tutors, who look after the pupils most directly, report to those Heads of Section. Pupils can turn to any of them, or indeed to any member of staff, if the need arises but, in addition, two independent counsellors come into the College each week to be available to pupils.

The College encourages a close partnership with parents, who have easy access to staff. Reporting to parents take place frequently, in addition the regular Parents' Consultation Evenings for each year group. Parents are also encouraged to initiate meetings with their child's subject teacher, Form Tutor, Head of Section, Deputy Head or the Head Master should they have any concerns about any aspect of their child's progress.

Pupils feel safe, happy and supported, knowing that the College understands the true worth of each of them. They benefit from individual attention and moral, social and academic guidance on a daily basis. They are listened to in an atmosphere of mutual respect, and encouraged to acquire sensitivity to the feelings and needs of others, accepting personal responsibility for their actions.



Management Structure

The Senior Leadership Team, managed by the Head Master, consists of three Deputy Heads (Pastoral, Academic and Logistics), a number of Assistant Heads, the Director of the Sixth Form, the Principal, the Bursar, the Head of the Preparatory School, the Director of HR.

In this way all aspects of school life are represented at a senior level with each member having a specific role and responsibility.

Equal Opportunities

Immanuel College is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. Applications for this position are welcome from both Jewish and non-Jewish applicants.

In accordance with the Disability Discrimination Act, Immanuel College seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever possible, to avoid putting those with disabilities at a disadvantage.



Job Description

Site Manager

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the Role

Responsibility for the high-quality supervision of the site and the maintenance and security of the buildings, in line with current compliance requirements. This role includes operational management of the site team and contractors as well as strategic and operational liaison with senior leaders and governors to effect timely repairs and future development of the site. To ensure compliance with relevant Health and Safety Regulations for the School site.

Safeguarding

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

Main Duties and Responsibilities - Overview

- To provide outstanding management of the caretaking, cleaning, maintenance and security functions on site.
- To ensure the buildings and site are safe and secure at all times.
- To manage and oversee planned maintenance programmes and oversee the delivery of statutory compliance tasks acting as the focal point for the School's premises needs.
- To assist key stakeholders with the delivery of capital maintenance and improvement works.
- To manage health and safety compliance across the site, ensuring processes and procedures are adhered to.
- To play a pro-active role in the School's efforts to develop and implement environmentally friendly initiatives and practices, such as recycling, energy efficiency and reducing energy waste.

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Main Duties and Responsibilities – Estates Maintenance and Repairs

- To undertake ongoing monitoring of the physical condition of the buildings and boundaries, equipment and furnishings and take relevant action to maintain and repair.
- To arrange for the inspection and servicing of static plant including boilers, alarm systems, access equipment etc in line with the requirements of School policies. Monitor servicing and the maintenance of records.
- To be responsible for all aspects of electrical testing in accordance with statutory requirements.
- To be responsible for the purchase, appropriate storage and use of maintenance supplies and stocks.
- To carry out/oversee maintenance and repairs within the scope of qualifications and experience.
- To be responsible for the operation of planned maintenance schedules.
- To be responsible for the maintenance and upgrading of records, plans and files appropriate to the buildings, grounds and services.

Main Duties and Responsibilities - Security

- To be responsible for all day to day issues relating to the security of the School premises (including fire and intruder alarm systems) and liaising with appropriate external organisations eg CST.
- To manage requirements for opening the site as required and oversee processes for keyholding.
- To manage the operation and maintenance of all security and surveillance systems.

Main Duties and Responsibilities – Health and Safety

- To ensure full health and safety is maintained at all times across the site, including with contract staff.
- To adhere to and actively promote through awareness of all Health and Safety policies, including when using contract staff.
- To serve as a member of the Health and Safety Committee.
- To keep up to date with ISI, Government, HSE and other Regulatory Requirements.
- To ensure all relevant documentation and log books are maintained accurately and up to date.
- To act as a Fire Officer for evacuation, ensure maintenance of Fire Log Book and fire prevention equipment.
- To ensure all COSHH regulations are followed and relevant risk assessments up to date.
- To ensure an Asbestos register is maintained and surveys carried out as necessary.
- To co-ordinate and ensure completion, as appropriate, of all risk assessments to ensure they are in place and kept up to date for all activities, classrooms, public areas and grounds.
- To ensure that regular Health and Safety Audits and Fire Risk Assessment reviews are carried out and that any action points and recommendations are acted upon, in order of priority.
- To be responsible for specific duties in the event of emergencies and/or evacuation/invacuation of the buildings and ensure that both directly employed and contract staff are aware of their duties and responsibilities

Main Duties and Responsibilities – Leading and Managing Colleagues

- To be responsible for the planning and allocation of duties and responsibilities of the caretaking team. Monitor their performance to ensure that tasks are completed on time and to acceptable standards.
- To hold regular team meetings to communicate and discuss operational issues.
- To carry out health and safety induction with new members of staff ensuring relevant documentation completed.
- To conduct performance reviews for members of the caretaking team, setting appropriate targets and developing appropriate training programmes based on these reviews.
- To ensure that the caretaking staff are aware of and/or trained in safe working practices.
- To promote good working practices within the caretaking, ensuring that systems and controls are kept up to date.
- To liaise with all relevant staff to ensure set up for events is organised in advance, instructing caretaking team etc on requirements.

Main Duties and Responsibilities – Contractors

- To assist in the selection, appointment and monitoring of contractors to ensure compliance with associated regulations and to ensure the School achieves “value for money” and “best practice”.
- To draw up specifications and schedules of work and ensure that tasks are completed on time, to budget and specification by appointed contractors.
- To meet regularly with and oversee the cleaning contractors to ensure that their staff maintain a standard acceptable to the School and that complaints are dealt with promptly.

Main Duties and Responsibilities – Refurbishment Projects and Capital Works

- To work with Senior Leaders in the planning and specification of refurbishment projects obtaining method statements from the appointed contractor.
- To monitor the performance of main and sub-contractors appointed to carry out all project work. Ensure that they comply with the School’s safer recruitment rules and regulations, health and safety regulations and that they are performing to acceptable levels in both the technical and quality aspects of the works.

Line Management / Reports To

This post reports to the Bursar.

Person Specification

Site Manager

Qualifications	Method of assessment
<ul style="list-style-type: none"> • Minimum of 5 GCSEs, or equivalent, including English and Mathematics. • First Aid at Work qualification (or willingness to work towards). • A degree or equivalent qualification in estates management or related discipline (desirable). • A professional qualification in building, estates, facilities or related area (desirable). • NEBOSH certificate or equivalent health and safety qualification (desirable). 	Production of the Applicant's certificates Discussion at interview

Experience	Method of assessment
<ul style="list-style-type: none"> • Proven successful experience in site management role. • Experience of managing a team including the performance of others. • Experience of managing capital works from start to finish. • Experience of contract management and procurement of specialists. • Experience of health and safety issues and management • Experience of managing budgets and of monitoring invoices from a multitude of external contractors. • Experience of working in an educational establishment (desirable). • Time management skills and experience of managing a varied workload with the minimum of supervision and direction. 	Contents of the application form Interview Professional references

Knowledge and Understanding	Method of assessment
<ul style="list-style-type: none"> • A sound knowledge of health and safety regulations relating to premises and buildings and how they might apply in a school environment. • A good working knowledge of spreadsheets, databases and other IT systems. • Knowledge of security issues pertaining to a Jewish organisation (desirable). • Excellent problem solving skills with an ability to work autonomously to resolve issues. • Appreciation of and sympathy for the objectives of an independent school (desirable). 	Contents of the application form Interview Professional references

Communication and Relationships	Method of assessment
<ul style="list-style-type: none"> • Ability to communicate with people at all levels. • Independence but with the ability to work as part of a team. • An open and highly professional approach to pupils, parents, staff and external agencies. • Ability to understand, interpret and communicate technical issues and to liaise with a wide range of stakeholders. • Excellent interpersonal and communication skills with the ability to deal with a variety of people at all levels in a courteous and professional manner. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

Ethos and Values	Method of assessment
<ul style="list-style-type: none"> • Willingness to work in an environment which includes children and young people. • Ability to maintain personal boundaries with children and young people • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. • A professional, adaptable and proactive attitude. 	<p>Interview</p>

Energy and Drive	Method of assessment
<ul style="list-style-type: none"> • Ability to work independently and as part of a team. • High levels of motivation and energy. • Stamina, enthusiasm and a positive outlook. • Ability to prioritise and plan workload efficiently, with a thorough and meticulous approach. • A “service driven” and “can do” attitude. • Dynamic and effective leadership style. • Ability to work under pressure. 	<p>Interview</p>