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**Site Manager**

**Required**

**Grade 8 Scp 19**

**32.5 hours per week**

**Split shift – 6:30am – 10am**

**2:30pm – 5:30pm**

**Term time plus 4 weeks**

**Salary: £20,359**

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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. I am honoured to have the opportunity to lead and grow a new 2 form entry primary School, I am looking forward to creating an outstanding Academy that provides the very best educational success for our children.

This is a truly unique and once in a life time opportunity, I am now seeking to build an outstanding team of staff to join me in building our unique philosophy, vision, ethos and curriculum for Brambles Primary Academy.

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.

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 new academy.

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

* Are excited about being part of a new academy team.
* Have an understanding of site management and can transfer these skills to a school environment.
* Have health, safety and wellbeing of the school and team as a priority to your work.
* Are well organised and able to work well both as part of a team and independently.
* Are able to demonstrate good interpersonal and communication skills.
* Are 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

**South Pennine Academies**

South Pennine Academies works in partnership to raise levels of attainment and aspirations of all students. South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in our new Academy.

The key to the Academy's success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students at our new Academy will show good manners, work hard and be honest at all times. They will learn, share and succeed, together.

**The Trust**

The relationship you will develop with me and Jane Acklam, as CEO of the Trust, will ensure that this brand new academy runs extremely well day-to-day and performs highly effectively. It is imperative that, as Site manager, you take the Academy on a journey to Outstanding by implementing and developing:

* Academy culture and ethos
* Quality of teaching
* Progress and achievement
* Leadership and management at all levels
* Academy conduct and student behaviour
* Transition, student numbers and parental engagement

South Pennine Academies is based in Huddersfield West Yorkshire. We operate three academies in the Kirklees borough, two preschools, and the Huddersfield Horizon SCITT. We have extensive experience of operating educational establishments in the local authority, and taking at least one of these, Moor End Academy, to outstanding and sustaining this. We also have the experience of opening Beaumont Primary Academy, a free school, presumption, in Huddersfield, successfully in September 2016.

Our knowledge of the Huddersfield community is extensive. We currently operate in areas of high social disadvantage and with high levels of students and families from ethnic minority groups. We have strong experience of working with local community groups to support us in delivering learning experiences of the highest standard.

**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
* Engaged Community

**Our new Academy**

South Pennine Academies is establishing a primary academy in Huddersfield North.

We are now at the start of our 2nd year of opening. Our temporary buildings are based next to Highfields Adult learning centre, Cemetery Road, Huddersfield, HD1 5NF.

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Brambles Primary Academy new school building will be located on Clare Hill Playing Fields, Huddersfield HD1 5NF. The academy will; -

* Cater for boys and girls aged 4-11
* Be non-denominational
* Will have a published admission number of 60, rising to 420 over time
* It will complement the existing provision in the area
* Provide for excellent transition from the pre-school provision within the area
* Be a key member of the local family of schools, ensuring effective transition at all stages
* And, meet the basic need for additional school places in the area.

The academy will be a highly cohesive multicultural environment that reflects the local community in make-up. This diverse school community will have equality at the core of its values. Tolerance and inclusivity are essential to ensuring an efficient and effective school. We will ensure equality of opportunity to all children and families in terms of both access to and the teaching of the curriculum. All students will be 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 will be designed to maximise everyone’s potential.

Through our Spiritual, Moral, Social and Cultural provision we will ensure that all aspects of UK democratic values are taught;

* Through our spiritual provision we want children to have the ability to be reflective about their own beliefs and have respect for different faiths, feelings and values.
* Ensuring that voices are heard and opinions are challenged where this is needed.
* Moral development will ensure children have the ability to recognise the difference between right and wrong and develop a readiness to be able to apply this to their own lives.
* We will use our ‘positive behaviours and attitudes to learning policies to equip children with the skills to understand the consequences of their behaviour and actions.
* As the children get older we will ensure there are opportunities to investigate and explore appropriate moral and ethical issues, and develop the ability to become effective British Citizens.
* The effective learning environment and climate for learning will ensure that children develop a range of social skills and a developing awareness of when to adapt their behaviour.
* Crucial to social development is the acceptance and engagement with UK democratic values of democracy, rule of law, liberty and mutual respect

We will work towards becoming a UNICEF Rights Respecting School at the highest level by the end of 2020.

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.

Building positive and effective relationship with parents is a key element of a high performing school. Being welcoming, listening, acting on feedback are features that this academy will have. Signposting parents and working with other services is essential to ensure a child’s wider social and emotional needs are being met. Providing a strong curriculum, personalising it where needed and ensuring that it is delivered by highly qualified happy staff will contribute towards ending child poverty in this area. The intake will be representative of the community, taking children of all abilities, races and gender. Truly diverse.

The promotion and marketing of the academy will be essential in the first few years. Positive messages about the achievement of all our children, will be widely publicised. We will want to create a ‘buzz’ about joining the academy and what it will mean for the community. We will want to be the school of choice.

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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: **Monday 14th October 2019**
* Closing date for applications: **Monday 14th October 2019** **9am**
* Interview Day**: Friday 18th October 2019**

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 £20,359 - £21,605 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.

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

**Key Areas**

1. Organisation
2. Administration
3. Resources
4. Management

**Main Duties / Responsibilities**

**ORGANISATION**

1. Implement the sites planned repair and maintenance programme in line with the Premises Development Plan and health and safety standards:
2. Initiate specifications and orders for all repairs/improvements and authorise relevant works
3. Efficient operation of heating, water and electricity supplies and to carry out routine checks and minor repairs as necessary
4. Ensure the heating and other general services run smoothly and regular maintenance checks are completed.
5. Ensure that adequate lighting across the campus is maintained and turned on and off daily in line with the school day and activities
6. Ensure the site is clear of waste and pests in line with agreed procedures
7. To be responsible for carrying out security procedures for buildings, facilities and grounds including security patrols and inspections
8. Carry out security procedures including the opening of buildings and lock up procedures
9. Ensure contracts are in place to respond to alarm call outs outside normal working hours or to ensure cover by a member of staff
10. Liaise with contractors responsible for the provision of security equipment
11. Prevent unauthorised access, trespass or parking of vehicles on the premises and grounds in line with agreed procedures
12. Ensure all site staff are trained in all relevant security procedures
13. Ensure the cleaning (internal and external) on the campus is performed efficiently and to a high quality standard
14. Ensure all cleaning duties are fulfilled and the site is a clean and litter-free environment
15. 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:
16. Ensure Fire alarms are tested in line with guidelines and relevant records are kept
17. Assist in all fire/safety evacuation procedures and tests
18. Ensure equipment used by caretaking and cleaning staff is validated and in safe working condition
19. Ensure Risk Assessments and COSHH Assessments are up-to-date, staff are trained in their use and relevant up to date records are kept
20. Records are kept of regular checks/service calls on equipment
21. Ensure all site staff are trained in all relevant emergency procedures
22. Ensure premise related contracts are in place (e.g. Grounds maintenance), monitored and give good value for money
23. Maintain school buildings, fabric, fixtures, fittings and furniture and carry out minor repairs
24. Secure and monitor contracts for specialist or larger repairs within an agreed budget and following academy procedures
25. Carry our portering duties, including portering deliveries/stock, recycle paper and confidential waste, moving furniture, disposing of waste
26. Support the Academy with Carpark Marshalling, in particular at drop up/pick up times

**ADMINISTRATION**

1. Monitor and manage stock (eg. bulbs, cleaning / hygiene materials) within an agreed budget, cataloguing resources and undertaking audits as required
2. Maintain an inventory of all machinery, equipment and /materials
3. Carry out complex administrative tasks eg. maintaining records, information and data, producing reports as required

**RESOURCES**

1. Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, E-mail, photography equipment)
2. Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others
3. Control and manage devolved budget in line with financial procedures
4. Maintain tidy and organised work spaces and storage areas
5. Ensure health and safety guidelines are adhered to
6. Provide specialist advice and guidance as required

**MANAGEMENT**

Whilst the Academy grows, cleaning personnel will not be required and cleaning will form part of the site manager’s duties, this could change as the Academy grows. In time the role will include.

1. To line manage the Cleaning staff ensuring the effective and efficient operation of the department and that each individual is effectively deployed
2. To hold regular team meetings with the Cleaning staff in order to address any issues arising and to bring these to an acceptable conclusion wherever possible
3. To be responsible for the performance management and professional development of the Cleaning staff
4. To be responsible for the recruitment and induction of new Cleaning staff
5. To act as First aider on site

**GENERAL**

The above list is not exclusive or exhaustive, and the academy may require the job holder to undertake duties commensurate with the level of the role.

The post holder will be expected to represent the Trust at both internal and external meetings as required.

As part of you wider duties and responsibilities you are required to promote and actively support the Academies Trust 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 are expected to carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation.  These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through academy communications.

**Disclosure Level: Enhanced**

**Responsible to: Principal**

**Responsible for: Cleaning staff (when appropriate)**

**Brambles Primary Academy**

**Site Manager**

**Person Specification**

E = Essential    D = Desirable

|  |  |  |
| --- | --- | --- |
| **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 | 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 statutory requirements relating to Health & Safety | D |
| 4.4 | Level 3 qualification or Equivalent Level of expertise | D |
| 4.5 | Experience of working in an educational setting | D |