

SITE MANAGER

STOKESLEY SCHOOL



Welcome from the Headteacher



**Stokesley School
& Sixth Form College**

Being the best we can be

June 2022

Site Manager

Dear Colleague,

Thank you for your interest in joining our support staff team. The post of Site Manager is a crucial one for us, specifically in improving the school environment, ensuring we get good value for money from our limited resources and maintaining the highest standards in support services. The successful candidate will also play a lead role in ensuring our compliance with health and safety requirements for the benefit of students, staff and visitors. In terms of line management responsibilities, you will oversee two dedicated and hardworking Caretakers, as well as our experienced Cleaning Supervisor.

If you have the skills to fulfil the responsibilities outlined and like the idea of no two days being the same, interacting with students and staff, going the extra mile and keeping a sense of perspective and humour, even when life can be a little pressured, then you're the person we are seeking! There is trust-wide support as part of the role, through our central services team which includes the Chief Operating Officer, and through meetings (usually virtual) with your counterparts in our other two schools, Richmond and Northallerton.

If you are inspired by our vision of education and are considering submitting an application, please feel free to telephone the school for an informal chat or to arrange a visit if you would like to do so. You can contact my PA, Mrs. Steph Armstrong to arrange a convenient time via the school telephone number: 01642 710050 or via email - office@stokesleyschool.org.

If you decide to apply, please complete the enclosed application form. The closing date for applications **Monday 4th July (12 noon)**.

I look forward to reading your application and to welcoming a creative and dynamic colleague to our team.

Yours sincerely

Mrs. H.L. Millett
Headteacher

JOB DESCRIPTION

POST:	Site Manager
REPORTING TO:	Chief Operating Officer
SALARY:	Grade H, points 18-23 £25,418 - £28,226
HOURS:	37 hours per week, full year
CONTRACT:	Permanent
START DATE:	Required ASAP

Managerial

- Direct/supervise site staff to secure high standards of efficiency and effectiveness
- Be responsible for Health & Safety
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Be responsible for the administration and control of appropriate areas of the budget.
- Provide specialist advice and guidance as required.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Liaise with the cleaning contractor to secure high standards of service
- Monitor performance of contracts and record performance against specified standards.
- Be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the building, fittings, furniture, premises and grounds.
- Contribute to planning, development and organisation of systems/procedures/policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Oversee lettings.

Security

- Lock/unlock school buildings and areas, on rota.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and evaluate fire drills.
- Operate and respond to alarm systems where appropriate, on rota.
- Provide emergency access to the school site.

Responsibilities will include:

- Undertake appropriate repairs
- Organise and carry out maintenance to secure high standards.
- Organise and carry out minor decoration programme.
- Organise and carry out improvement work & tasks eg. erecting shelves, notice boards, bookshelves etc.
- Undertake regular site inspections.
- Undertake specialist cleaning tasks.
- Advise on matters relating to energy control and conservation.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
- Undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils, staff and visitors at all times
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Undertake risk assessment of security risks to the school (grounds, premises and contents)
- including vandalism/arson
- Manage fire safety equipment provision and scheduling of fire drills

- Contribute to the overall ethos/work/aims of the school
- Take responsibility for the implementation of all COSH requirements
- Regularly review the Fire risk assessments and Emergency Evacuation plan
- Participate in training and other learning activities as required
- Assist in the supervision, training and development of staff
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials
- Attend and participate in regular meetings
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of students, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- Coordinate deliveries to the school site
- Be responsible for the upkeep and servicing of school minibuses

Whilst every effort has been made to explain the main duties and responsibilities of the post, this does not constitute a jobs list and the successful candidate will be expected to undertake duties commensurate with her/his role.

Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including an enhanced DBS

PERSON SPECIFICATION SITE MANAGER	Essential	Desirable
Skilled tradesman or appropriate professional qualification		✓
Knowledge of construction industry and project management		✓
Good numeracy & literacy skills	✓	
Experience of working in schools		✓
Physical fitness appropriate to the tasks in the job description	✓	
Current driving licence	✓	
Specific training in specialist area		✓
Working knowledge of relevant policies/codes of practice/legislation		✓
Ability to relate well to children and adults	✓	
Knowledge of health and safety procedures and precautions	✓	
Knowledge of COSHH regulations		✓
Knowledge of Fire Risk assessment		✓
Awareness of health and hygiene procedures		✓
Knowledge of moving and handling procedures		✓
Willingness to participate in development and training opportunities	✓	
Team-leading skills	✓	
First Aid at Work qualification		✓
Good problem solving skills	✓	

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a Trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to recruitment@aretelearningtrust.org stating the title of the post you are applying for in the subject box.

Closing Date: Monday 4th July 2022 (12 noon)

APPLICATION FORM – STOKESLEY SCHOOL

POST: SITE MANAGER

Please write in black ink or type. Do not include a CV.

This application form has been designed to exclude information that might lead to discrimination.

SECTION 1 - PERSONAL DETAILS			
Title:		First forename:	
Other forename:		Surname:	
Former Surname:		Other names:	
Address line:			
Town:		County:	
Postcode:		Country:	
Home Phone No:		Resident at this address since:	
Mobile Number:		Work Number:	
Email Address:			

Please note correspondence regarding your application may be sent to your e-mail and/or postal address. If you have not heard from us within 21 days of the closing date, please assume your application has not been shortlisted. You are welcome to ring the school to ask for feedback to assist you in any future applications.

SECTION 2 - PERSONAL DETAILS CONTINUED		
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please provide details:
If you are successful in your application would you require a work permit prior to taking up employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please specify dates:
Have you ever lived and/or worked outside of the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please provide details:
Do you hold a Certificate of Good Conduct for your time spent abroad?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide the date of issue:

Insert your National Insurance Number:

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SECTION 3 – SOURCE OF APPLICATION - WHERE DID YOU SEE THE VACANCY ADVERTISED?			
Areté Learning Trust / School website	<input type="checkbox"/>	NYCC Jobs page	<input type="checkbox"/>
North East Jobs	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

SECTION 4 – SECONDARY EDUCATION

Subject	Qualification (n.b. include level 2 and level 3 qualifications)	Grade	Month/Year obtained (Mandatory)

SECTION 5 – FURTHER EDUCATION

Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary)

School, College or University	Subject	Qualification/Level	Grade	Year Obtained / Examination Date

SECTION 6 – CPD

Please give details of recent significant in-service training courses etc. attended. (Continue on a separate sheet if necessary). *(Newly Qualified Teachers are invited to outline key elements of their course and dissertation work)*

Organising Body	Nature/Title of Course	Dates

SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

SECTION 8 – REGISTERED COUNCILS

Are you registered with the Institute for Learning?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes, please provide your Registration number:	

Teaching Roles only:

Teacher Reference Number:	
Current salary point:	
Date QTS awarded:	
Induction period completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes, please confirm the date:	
If you have answered No, please select the appropriate option:	Not yet started <input type="checkbox"/> Stage 1 completed <input type="checkbox"/> Stage 2 completed <input type="checkbox"/>

SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT

Name of Company/Employer:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Salary/Grade:
Start date:	Notice required:
Leave date:	Telephone number:
Reason for leaving:	
Summary of current job role; duties and responsibilities:	

SECTION 10 – PREVIOUS EMPLOYMENT

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

Name of Company/Employer:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Salary/Grade:
Start date:	Leave date:
Reason for leaving:	
Job Role Summary:	

Name of Company/Employer:

Address line:	
Town:	County:
Postcode:	Country:
Post held:	Salary/Grade:
Start date:	Leave date:
Reason for leaving:	
Job Role Summary:	

Name of Company/Employer:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Salary/Grade:
Start date:	Leave date:
Reason for leaving:	
Job Role Summary:	

Name of Company/Employer:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Salary/Grade:
Start date:	Leave date:
Reason for leaving:	
Job Role Summary:	

Gaps in employment	
Please provide details for any gaps in your employment history when you have not been in education, training or employment.	
Please list dates and the reason (i.e. Travel, Parental leave etc.)	
Date:	Reason:
Date:	Reason:
Date:	Reason:

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

Title:	First forename:
Other forename:	Surname:
Company:	Position held:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note your second referee should ideally be a previous line manager or someone in a position of authority.

SECTION 12 – REFERENCE	
Title:	First forename:
Other forename:	Surname:
Company:	Position held:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 13 – DECLARATIONS AND CONSENTS	
Do you consider yourself to have a disability:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event.	
Are you related to any member or employee of Areté Learning Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered Yes, please provide details.	
I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:

Capability/Performance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Disciplinary	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Are there any dates when you would not be available for interview in the near future?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details	
Please state the date on which you could take up duty if appointed.	
I declare that the information contained in this application form is correct and understand that the trust will request to see proof of qualifications at the time of interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.

As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any 'spent' and 'unspent' convictions. If you answered Yes to this question, please provide details below.

What was the date of the conviction(s)?	(DD/MM/YY)

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: Date:

SECTION 15 – EQUAL OPPORTUNITIES MONITORING

Areté Learning Trust is committed to equality in employment. The trust’s aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data.

In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Prefer not to disclose <input type="checkbox"/>
Ethnic group:	White British	<input type="checkbox"/>	If other, please specify:
	White Irish	<input type="checkbox"/>	
	White Other	<input type="checkbox"/>	
	White and Black	<input type="checkbox"/>	
	Mixed	<input type="checkbox"/>	
	Mixed: White and Black African	<input type="checkbox"/>	
	Mixed: White and Asian	<input type="checkbox"/>	
	Asian or Asian British	<input type="checkbox"/>	
	Asian or Asian British: Indian	<input type="checkbox"/>	
	Asian or Asian British: Pakistani	<input type="checkbox"/>	
	Asian or Asian British: Bangladeshi	<input type="checkbox"/>	
	Asian or Asian British: Other Asian	<input type="checkbox"/>	
	Black or Black British: Caribbean	<input type="checkbox"/>	
	Black or Black British: African	<input type="checkbox"/>	
	Black or Black British: Other Black	<input type="checkbox"/>	
	Chinese or Other Ethnic Group	<input type="checkbox"/>	
	Other	<input type="checkbox"/>	