



Job Application Pack Site Manager

**Full Time, Permanent, All Year Round
Salary: Grade 9, Points 24 to 28, £33,024 to £36,648 per annum**

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Our Schools

Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



Bluecoat Aspley
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



Bluecoat Beechdale
Academy
Believe, Belong, Achieve

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



Bluecoat Primary
believe in yourself, in others, in God

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



Bluecoat SCITT Alliance
Nottingham

Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



Bluecoat Bentinck Primary Academy

Bluecoat Bentick Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



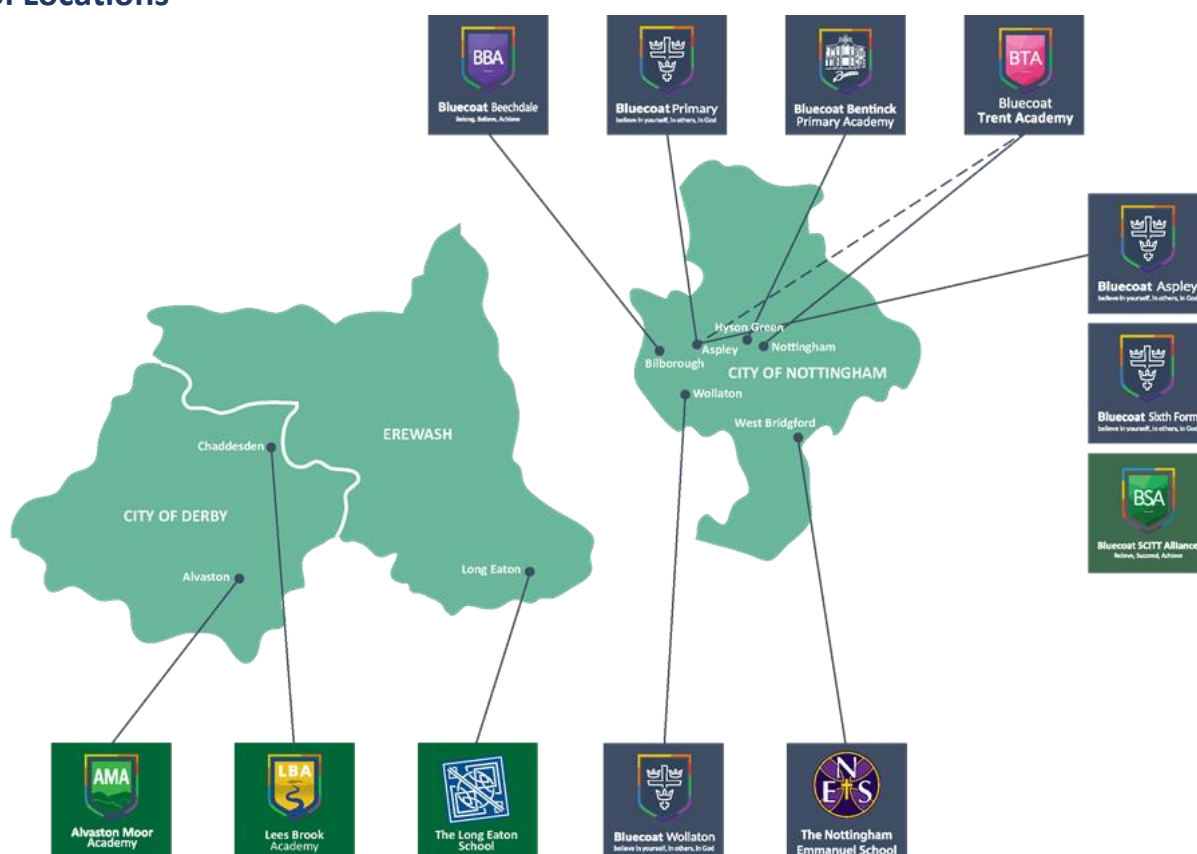
Alvaston Moor Academy

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



School Locations



Welcome from the Principal



The Nottingham Emmanuel School opened in 2002 and moved to our current building in late 2008. The £25 million site is located near the banks of the River Trent in West Bridgford. The school is a diverse community, serving families and students from every academic, social, faith and ethnic background.

At The Nottingham Emmanuel School, we strive for excellence in all elements of school life. We are entirely focused on delivering the highest standards of teaching and also insist on the highest standards of conduct amongst our students. As a result, we can be confident of the very best outcomes for our students: excellent examination results which enable them to take the next step in their lives.

We believe that education is a vehicle to transform lives and provide each child the opportunity to not only learn and grow, but also to develop aspiration and character. The Nottingham Emmanuel School has developed an inclusive and supportive environment where students and staff feel secure and valued. Within the school we continue to develop the 'whole child', ensuring that students achieve academic greatness alongside becoming resilient, hardworking and community-focused individuals, who are prepared to go the extra mile to serve and support others. Our Christian service to the local community and our students is motivated by the desire to remove any barriers that are preventing students achieving or reducing aspiration.

What sets The Nottingham Emmanuel School apart is its determination to set the highest academic standards alongside strong, inclusive Christian values and ethos. We know that every member of the school community is not a finished product; we all can learn and grow from one another. At Nottingham Emmanuel School our school motto is 'Together to learn, to grow, to serve'. We want to ensure that our students not only achieve great examination results, but also become great citizens who want to serve their local community. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school. The name of the school 'Emmanuel' means 'God is with us' a theme which permeates throughout the values of the school.

I have been in post as Principal of Nottingham Emmanuel School since January 2021. Having lived in Nottingham City all of my life, growing up in council estates in a single parent Christian family; I feel that I have been called to serve the Nottingham Emmanuel School community. As the first member of my family to attend university, I also want to ensure that all students are made aware of all the different life pathways and opportunities available to them. I am delighted to lead a school which exemplifies such high standards and high ideals, and I look forward to welcoming you here.

A handwritten signature in black ink that reads "S Stapleton". The signature is written in a cursive, flowing style.

Sandra Stapleton
Principal

The Vacancy

Archway Learning Trust invites applications for the vital post of Site Manager to lead the everyday running and maintenance of the academy to ensure that our students and staff can learn and work in an environment that is safe, secure and well presented. We welcome applications from candidates who have relevant experience of working in a maintenance and health and safety environment and who have good literacy and numeracy skills with the ability to successfully lead and manage a small team of staff.

The Trust's Estate Teams is a corporate team led by the Operations Director, comprising a Head of Estates, Health, Safety & Compliance Manager, Operations Manager, Senior Site Manager, Site Managers and Site Officers. The team provide a comprehensive service for building, cleaning and health and safety across all sites. At each academy, there is a local Site Team, led by a Site Manager, who reports to the Operations Manager.

The post holder will be responsible for the maintenance and security of the buildings and grounds, ensuring the cleanliness of the site as a welcoming, safe and secure environment for students, staff and visitors, and will take responsibility for ensuring full compliance with current health and safety legislations, as well as leading and managing the Site Team. The post holder will be responsible for performing varied maintenance tasks or project work including minor repairs, decorating and improvement works. The Trust's Site Team is responsible for providing a comprehensive service for building and grounds maintenance, cleaning and health and safety across all sites.

The Site Team also provides an important out of hours service to both internal and external users and events, ranging from parents' evenings to hiring of the facilities for a variety of functions. The team work a planned rotating 3 weekly shift pattern, however there may be a requirement to work flexibly to support the needs of the business. The exact working pattern of the Site Manager will be determined to ensure presence on site at peak times but there may be a requirement to work some shifts.

Please note you may be required to work across any of the sites within the Trust in accordance with the needs of the organisation.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust's Nottingham Emmanuel School but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

Applications

For more information about The Nottingham Emmanuel School and the vacancy, please visit www.emmanuel.nottingham.sch.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, Wednesday 6th December 2023

Interview Date: Wednesday 13th December 2023

If you have any queries, wish to discuss the role informally or undertake a visit to Nottingham Emmanuel School, please do not hesitate to contact us via email recruitmentnes@archwaytrust.co.uk or telephone 0115 977 5380.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working Together, Transforming Lives

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

Job Description

POST TITLE: SITE MANAGER

GRADE: GRADE 9

RESPONSIBLE TO: OPERATIONS MANAGER

RESPONSIBLE FOR: SITE TEAM / CLEANING TEAM

JOB PURPOSE

Under the supervision of the Operations Manager the post holder will be responsible for the day to day operation, safety and security of the Academy site and the management of site team and cleaning staff. The post holder will ensure that the site is well maintained and is a safe and secure environment for students, staff and visitors.

GENERAL RESPONSIBILITIES

- Support the overall Christian ethos of the Trust.
- Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Trust and Academy Improvement Plans
- To develop and implement own professional development and skills
- To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
- To demonstrate an excellent record of attendance and punctuality.
- Work cooperatively as part of the Trust wide staff team
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- Manage the teams of site and cleaning staff, ensuring that the day-to-day operations of the site are carried out and providing cover for absence as required.
- Lock and unlock Trust buildings and areas. To maintain and keep accurate records of all site allocated and master keys.
- To organise and monitor the work of the Site and Cleaning Teams, ensuring that good use is made of out of hours working. Set high expectations of output and conduct, instilling a pro-active ethos within the teams.
- To be responsible for the day-to-day personnel management of the cleaning staff and to monitor and report on cleaning standards across the Academy.
- To consult with the Operations Manager to identify the number of cleaning staff required to maintain a clean academy environment within the set annual budget.
- Support the Operations Manager by preparing cleaning schedules and schedules for more specific needs such as a deep clean timetable, fully utilising quieter periods and to ensure provision for special events (e.g. parents' evenings, lettings and functions).

- Adhere to Trust policies and procedures and ensure the teams are familiar with Trust procedures in relation to Health and Safety, operation of equipment, manual handling and COSHH.
- Perform regular cleaning audits to monitor standards of cleanliness and with the Operations Manager, implement ways to improve and meet the changing needs of the Academy ensuring specifications are met and customer expectations are positively managed.
- Monitor stocks of cleaning equipment and materials and place orders on a timely basis having a regard to the cleaning budget.
- To ensure that all site and cleaning equipment is safely maintained, appropriately serviced and stored.
- To provide quality induction and on-the job training to members of the teams.
- To manage Site and Cleaning Team's probation, attendance and performance management processes, addressing any staffing issues at an informal level prior to escalation, setting individual targets and conducting regular reviews to ensure these targets are met.
- Undertake regular security checks and identify security risks. Monitor fire safety equipment ordering replacement or refills as required. Liaise with central health and safety teams as required.
- Operate and respond to alarm systems where appropriate. Act as a registered key holder, responding to alarm call-outs as necessary.
- Monitor CCTV equipment where appropriate. Liaise with police, security and surveillance contractors.
- To ensure exam and event set ups are completed.
- Supervise contractors as appropriate, regarding access to site, monitor and log the progress of the work and ensure that work is carried out to the required standard and in line with Trust procedures.
- In consultation with the appropriate person, negotiate prices for work to be carried out in the academy to ensure best value.
- Ensure the regular checking of those systems that require such checks: electrical testing, alarms, heating systems, fire safety systems, security alarms, PE equipment, etc. Where appropriate liaise with Central Trust staff to schedule checks or arrange for local checks with external contractors.
- Ensure the continuing availability of utilities, site services and equipment.
- Implement and monitor records of energy and water usage and act if usage varies, and ensure recording of monthly meter readings for utilities (e.g. gas, water and electricity).
- Provide emergency access to the site.
- Assist the Operations Manager in developing a preventative planned maintenance and decoration program.
- Manage, organise and carry out various maintenance duties to ensure the general upkeep and maintenance of the premises is satisfactory.
- Organise and carry out minor improvement work e.g. erecting shelves, notice boards, fitting locks, realigning doors, etc.
- Operation and maintenance of heating plant and lighting systems.
- Carry out or oversee and monitor the electrical testing of portable electrical appliances and to maintain appropriate records (must be willing to train as a PAT tester).
- Maintain and monitor records of Health and Safety checks (e.g. legionella, fire extinguisher, fire alarm, fire doors, emergency lighting, etc.) and ensure that testing is carried out and recorded in line with Trust and statutory procedures.
- Undertake safety audits of the premises and assist with relevant risk assessments as required.
- Regularly inspect and record health and safety walks, to include asbestos monitoring.
- Be responsible for a regular schedule of inspections throughout the buildings and action plans for modifications and improvements. Alert the Operations Manager of any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, fire-fighting equipment and heating systems.
- Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.
- Promote and ensure the health and safety of students, staff and visitors at all times.
- Demonstrate and promote the safe and effective use of specialist equipment and materials.
- Greet and manage the needs of visitors who are hiring the Trust premises, ensuring that any health and safety issues have been addressed.
- Provide emergency first aid as required.
- Communicate effectively both orally and in writing with a variety of stakeholders.
- Maintain confidentiality over matters relating to the Trust's students, staff or parents.
- Undertake broadly similar duties proportionate with the level of the post as required.
- Actively participate in any appropriate training when required and identify the training needs of the Site Team.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expects staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION – SITE MANAGER	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
NVQ Level 2 or equivalent qualification in a relevant discipline	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Has a driving licence and is willing to train to drive a vehicle up to 15 persons.	*	
Possesses a PAT testing license or is willing to train for a license.	*	
Possesses a licence to use scissor lifts, mobile platforms or is willing train to receive one.	*	
Possesses a valid first aid qualification or is willing to train to receive one.	*	
KNOWLEDGE AND EXPERIENCE		
Handyperson experience	*	
Working within an educational setting		*
Relevant experience of working with Health and Safety systems, carrying out risk assessments. Has a good understanding of health and safety legislation and COSHH guidelines.	*	
Relevant maintenance experience e.g. joinery, electrical, plumbing	*	
Successful experience over a number of years as a practitioner in a building/engineering trade.	*	
Experience managing a team including full line management responsibilities.	*	
PROFESSIONAL SKILLS		
Good numeracy and literacy skills.	*	
Willingness to develop knowledge of use of ICT and other specialist equipment/resources.	*	
Ability to self-evaluate learning needs and actively seek learning opportunities.	*	
Ability to work effectively as a team member.	*	
Ability to supervise the daily activity of other team members.	*	
Ability to establish constructive relationships with contractors and other professionals.	*	
Ability to plan short term to assist in developing the rolling maintenance plan and schedule work throughout the year.	*	
Good understanding of administrative systems and the need to main records.	*	
PERSONAL QUALITIES		
Confidence and independence. Be a self-starter with strong organisational skills. Be able to use own initiative.	*	
Have a clear understanding and caring of what a large secondary School is about, understanding School roles and responsibilities and your own position within these.	*	

Be open minded and genuinely interested in developing yourself and the team.	*	
Ability to work unsupervised and independently understanding Trust roles and responsibilities and your own position within these.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner and works effectively as a team.	*	
Good time management skills.	*	
Willingness to work flexibly and change working practices in response to quality and review activities and the changing needs of the Trust.	*	
Commitment to Equal Opportunities.	*	
Willingness to work within the Christian framework of the Trust.	*	
Possess or must be willing to train for the 'First Aid at Work' qualification as requested.	*	
Ability to travel between multiple sites as required.	*	
Enhanced DBS to be undertaken on appointment.	*	