

A close-up portrait of a young girl with long, light brown hair and green eyes, wearing black-rimmed glasses. The image is the background for the entire page.

# IBELONG

Candidate brief

Site Manager - Conway Street



**Southbank**  
International School

LONDON'S LEADING IB WORLD SCHOOL

# CONTENTS

About our school and staff	3
Our campuses	4
The International Baccalaureate	6
Welcome to Cognita Schools	7
Job description	8
Person specification	11
Overview of employee benefits	12
How to apply	12

# ABOUT OUR SCHOOL AND STAFF

**For more than 30 years, Southbank has stood at the forefront of providing a world-class education to children and young people from London's international community and the UK.**

Visit any of our five campuses in the heart of London and we're sure you'll be impressed by the diversity of our students and their academic excellence and social skills. Currently, they come from over 60 countries and speak around 20 languages.

At Southbank, over 800 children and young people study one of three inspiring but challenging International Baccalaureate (IB) programmes:

- Primary Years Programme (ages 3–11) – Hampstead and Kensington
- Middle Years Programme (ages 11–16) – Westminster
- Diploma Programme (ages 16–19) – Westminster

Absolutely key to the delivery of our IB Programmes, and our continuing success, are our teachers and administrative staff. Our aim is to attract employees from around the world who can help maintain and grow our reputation as a centre for outstanding teaching and learning. In particular, we seek to appoint people who encourage a global perspective and educational adventure, while practising the highest standards of professionalism.

In return, we offer all members of our team a competitive salary, an excellent range of benefits and many opportunities for career progression. In addition, some new employees may be entitled to a relocation package, depending on their location when they are offered a position at Southbank.

## **SAFEGUARDING OUR STUDENTS**

Southbank is committed to safeguarding and promoting the welfare of children and young people. This means we will undertake pre-employment checks before any appointment is confirmed. These will include an enhanced Disclosure and Barring Service (DBS) check and overseas police checks in any countries that a candidate has lived in for longer than three months since the age of 16.

# OUR CAMPUSES



## KENSINGTON

### Primary Years Programme

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Our Kensington campus consists of two adjoining Victorian villas located in the stunning Notting Hill area of London. Facilities include an IT lab, a music room and two sound-proofed practice rooms, a library / media centre, and a hall which is used for many purposes, including lunches, sport, school 'town meetings' and concerts. There is also a large garden with a climbing frame, sandpit and a wide range of toys and equipment for children to enjoy.



## HAMPSTEAD

### Primary Years Programme

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Our Hampstead campus is a purpose-built building located in one of London's leafiest suburbs. It features excellent learning facilities including a vibrant library, a bespoke art room and a Music room with performance and teaching space. Our Edible Courtyard offers a quiet space for vegetable and flower growing, as well as birdhouses and bug hotels.



## PORTLAND PLACE (WESTMINSTER)

### Middle Years Programme

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Our Portland Place campus is spread across two large Grade II listed mansion blocks. It features a wealth of excellent facilities, including five science labs, a computer lab, art and music rooms, a small hall / theatre, and two libraries featuring networked computers. Because of Portland Place's close proximity to Regent's Park, we host a wide range of sports and outdoor activities in the royal park. Nearby, students also have the opportunity to visit many famous London locations.



## CONWAY STREET (WESTMINSTER)

### Middle Years Programme and Diploma Programme

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Our Conway Street campus is a striking, modernised building located a few minutes' walk from Warren Street and Great Portland Street underground stations. It features a wide range of high-quality facilities, including a science lab, art studio, social space / hall and language suite, which is set across four storeys. We're also particularly proud of our Library Resource Centre (LRC) at Conway Street. It offers access to over 3,800 books, DVDs, audiotapes, magazines, local and national newspapers and university prospectuses.



## CLEVELAND STREET (WESTMINSTER)

### Middle Years Programme and Diploma Programme

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Our Cleveland Street campus opened in September 2018 and allows an additional 219 students to benefit from the Southbank experience. Spread over five floors, it features a wide range of different environments, including specialised classrooms, a large common space on the top floor, study and learning pods, and a design technology lab in the basement. As requested by students, the new campus also features calming colour schemes and living moss walls which bring nature indoors.

# THE INTERNATIONAL BACCALAUREATE

**The International Baccalaureate (IB) was founded as a progressive non-profit educational foundation in 1968. Initially, it developed a Diploma Programme to help children acquire the necessary skills and knowledge to live, learn and work in a rapidly globalising world.**

By 1994, the IB had introduced its Middle Years Programme for students aged between 11 and 16. It then added the Primary Years Programme for children aged 3 to 11 in 1997; and in 2012, it launched its Career-related Programme for students between the ages of 16 to 19.

Today, the IB works with over 4,000 schools in 148 countries and offers its four programmes to over one million students. At Southbank, we're delighted to be one of these schools. Every year, we see how the IB programmes help to develop inquiring, knowledgeable and caring young people.

We also share the International Baccalaureate's overall aim to create a better and more peaceful world through the understanding and respect of different nationalities and cultures.

For further information about the International Baccalaureate, please visit [southbank.org](http://southbank.org) or [ibo.org](http://ibo.org), the official website of the International Baccalaureate.

## HOW IB PROGRAMMES DIFFER FROM OTHER CURRICULA

- They encourage students of all ages to think critically and challenge assumptions.
- They are developed independently of government and national systems, and incorporate quality practice from research and IB's global community of schools.
- They encourage students of all ages to consider both local and global contexts.
- They develop multilingual students.

# WELCOME TO COGNITA SCHOOLS

**Cognita Schools was successfully launched in 2004. Since then, we have worked hard to build a great family of schools around the world. Currently, we have 67 schools in Europe, Latin America and South-East Asia.**

We employ over 5,000 teaching and support staff who are responsible for the education and care of more than 30,000 students.

We value and respect the individuality of all our schools, with each one retaining its own unique ethos, as well as curricula and programmes that are tailored to the needs of its students and parents. Wherever in the world you visit a Cognita school, you will find empowered school leaders, committed teachers and students who are enthusiastic learners.

**Everyone in Cognita is connected.**

## OUR PURPOSE

Inspiring and empowering children within a caring environment to achieve more than they believe possible.

**Cognita Education has three key ingredients:**



### Academic

—  
Pursuing academic excellence for every child



### Character

—  
Developing character



### Global

—  
Connecting with a global community

# COGNITA

An inspiring world of education

# JOB DESCRIPTION:

## SITE MANAGER – CONWAY STREET

### REPORTING TO

The Facilities Manager

### HOURS

7.30am – 4.30am (full time)

### RESPONSIBLE FOR

The Site Manager is responsible for the high quality of supervision of the site and the maintenance and security of the buildings in line with current compliance requirements. This role includes operational managing of the site during term time and holidays as well as strategic and operational liaison with the campus management team and Facilities Manager to effect timely repairs and future development of the site.

### THE SITE MANAGER SHOULD:

#### Values

- Respect, practise and actively promote the content of the school mission statement and its 'core values'
- Respect and practise with staff, students and parents the philosophical and pedagogical values of the International Baccalaureate, as enshrined in its mission statement and learner profile
- Act decisively against individuals who behave in a way inimical to the values of the IB and school

#### Health and safety

- Ensure full compliance is maintained at all times across the site, including with contract staff
- Adhere to and actively promote through awareness of all Health and Safety policies, including when using contract staff
- Serve on the Health and Safety cross-campus committee
- Ensure whereabouts on and off-site is always known, adhering to Lone Working policy
- To visually check firefighting equipment weekly, maintain accurate log book and ensure all routes are clear at all times
- To undertake and accurately log regular fire drills and amber alerts
- To undertake regular fire alarm and water testing in line with best practice
- To regularly log as appropriate any statutory testing necessary

#### Personnel

- Monitor the standard of cleanliness in the school and liaise with the contractors to maintain high standards and prompt responses
- Liaise with external contractors and ensure full compliance at all times

#### Security of premises and contents

- Be responsible for the opening of the school in the morning at 07.30 and to liaise with contract cleaning staff for evening security, including the setting of alarms and securing of the building and gates
- Be primary keyholder for site
- Attend the premises when the alarm is triggered out of hours and liaise with Key Holding Service, Police, Principal and Facilities Manager as necessary
- Secure all valuable hardware over holiday periods and for weekends in line with school arrangements
- Ensure windows are secure and locked in conjunction with cleaning staff
- Deal with trespass and unauthorised parking
- Organise for the carrying out of emergency repairs either by self or by contacting and overseeing appropriate contractors in agreement with Facilities Manager
- Promote best practice security methods for visitors to the school during day and evening events
- Maintain duplicate sets of keys for all rooms and equipment

#### Buildings

- Liaise with Deputy Principal, Principal or Facilities Manager to ensure implementation of repairs, maintenance and cleaning to a high standard
- Ensure that work carried out by contractors is completed to specified high standard, meets deadlines and complies with safe working practices, in agreement with the Facilities Manager
- Oversee and undertake part of the daily cleaning and maintenance of the school, ensuring that work is completed to a high standard and complies with safe working practices
- Oversee Contractor responsible for the replenishment of SaniBins

#### Heating

- Operate the heating and hot water and ensure that compliance is maintained
- Carry out routine maintenance procedures for heating boilers, water pumps, sump pumps, liaising where necessary with the Facilities Manager
- Carry out frost precautions
- To operate heating equipment in external buildings.
- To know the location of main stop cocks and valves and mains electricity breakers.
- Ensure that proper safety precautions are observed in boiler houses.

## Electrical Installations

- Replace bulb/shade where accessible
- Replace tube, starter, shade where applicable
- Maintain high level lighting (using approved equipment)
- Visually inspect electrical fittings and arrange for contractor to deal with any defects
- Be able to undertake basic PAT testing of appliances and arrange for regular PAT testing to ensure compliance
- Keep log of usage of electricity/gas/water as requested

## Energy Conservation

- Implement all agreed school policies in liaison with the Facilities Manager
- Promote energy conservation within the school
- Switch off unnecessary lighting during the day and ensure lighting is switched off at end of the day in conjunction with the cleaning staff
- Ensure classroom doors to the outside are closed during the day

## Maintenance Work

- Carry out work under some or all of the following headings - training will be given where required
- General repairs and maintenance work where competent to do so
- Floor maintenance
- Carpet shampooing in conjunction with the cleaning staff
- Clean inside of external windows and both sides of internal glass
- Clean lights, shades and diffusers
- Replenish toilet requisites in conjunction with the cleaning staff
- Clean up sickness when on duty in line with best practice
- Order and maintain an adequate stock of relevant materials
- Carry out non-contractor cleaning duties as specified
- To clean gulleys and rainwater goods in conjunction with a competent contractor.
- To grit or clear ice in line with agreed school policy, ensuring safety of students, staff and visitors
- To clear dead or wet leaves from play areas and external walkways as required
- To oversee a high standard of school frontage and communal areas at all times

## Outside Areas

- Inspect outside fabric of all buildings, fencing and grounds, report defects and arrange for repairs as appropriate
- Clean hard play areas and paths
- Ensure school is litter free
- Clean dustbin areas daily
- Clean drains as per assessment ie weekly, monthly
- Clean gulleys
- Rod out manholes in emergencies, call in contractor after discussion with Facilities Manager
- Keep access paths clear and safe during snow and frost conditions and minor flooding and emergency situations.
- Deal with external graffiti problems
- Ensure the upkeep of the outside areas in accordance with appropriate standards

## Emergencies

- Be available as per emergency contact lists in order to respond to any out of hours problems as may be needed
- Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, breakages as appropriate. Liaise with contractors and Facilities Manager as necessary.
- Arrange for Contractor to deal with electrical, gas, water or any other installation emergencies. Make safe initially by switching/turning off supply and observing Health and Safety recommendations.
- Liaise as necessary with emergency services including call in emergency services as required
- Ensure clear access and assist if required, all emergency services.

## Porterage

- Receive and transport to appropriate areas all normal education deliveries, not contractors high risk specialised materials
- To arrange the movement of furniture and heavy teaching equipment as required, provided that reasonable notice is given, including Unit of Inquiry resources boxes, PE equipment, furniture for room use changes, special events
- To adhere to safe manual handling practices at all times as per training

## Other duties

- Carry out reasonable overtime requirements
- Driving school vehicles as required
- Any other duties as required by the Deputy Principal, Principal and Facilities Manager appropriate to the nature and grade of the post
- Arrange or organise catering as required in liaison with the Principal's PA
- Liaise with Site Manager at Westminster to ensure that both provide continuous Site Manager cover to Portland Place, Cleveland Street and Conway Street, to coordinate holiday periods at different times
- To cover other Southbank sites on an ad hoc basis if and when necessary

## PROFESSIONAL DEVELOPMENT AND TRAINING

- Attend training courses and undergo training as necessary to maintain compliance and in line with responsibilities and to train any relevant personnel as required

## COMMUNICATION

- Ensure clear and professional communication with all external agencies when representing the school
- Respond to emails and use the schools ticketing system in a timely manner
- Be proactive in communicating and enacting the role of the site manager to support school events (eg health and safety aspects, compliance etc)

## OTHER RESPONSIBILITIES

- Cover the reception desk in the morning after opening the building. Answer the phone, transfer calls and take messages as appropriate. Email late and sick messages to Portland Place reception staff.
- Provide cover for reception staff on ad hoc basis as may be required.
- Check school emails regularly, respond to them as quickly as possible, and follow the IT Acceptable Use policy
- Involve themselves in the wider life of the school
- Help promote the progress and welfare of individual students and be fully familiar with school policies and procedures on pupil welfare, health and safety

This job description is not a contract of employment or any part of it. It may change either as your contract or job title changes or to reflect changes in the organisation of the school.

It is not permitted to conduct any external business interests on the school premises or using the school facilities or resources.

This job description is liable to variation to reflect changes in the requirements of the post.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If in the course of carrying out the duties of the role, the job holder identifies that a child is suffering, or likely to suffer, significant harm either at school or at home, s/he must report any concerns to the school's Safeguarding Lead or the Executive Principal so that a referral can be made accordingly to the local authority social services.

# PERSON SPECIFICATION

## SITE MANAGER – CONWAY STREET

Essential	Desirable
GCSE English and Maths (A-C grades)	A levels, NVQs or higher
Competent IT skills (Excel, Word, Email)	Excellent IT skills
Clean Driving Licence	
Good electrical knowledge	
Good plumbing knowledge	
Good carpentry knowledge and skills	
Previous experience in a site management role	Previous experience in a school site management role (preferably primary school)
Experience of managing cleaning staff	
Knowledge of school compliance including fire alarm testing, legionella/water testing, AT testing, working at height	
Knowledge and experience of safeguarding of children in a school setting	
Knowledge and experience of health and safety issues and management	
Ability to work as part of a team	Proven experience with a variety of stakeholders
Proven ability to work to high standards	

# OVERVIEW OF EMPLOYEE BENEFITS

Southbank aims to offer every member of our team a competitive salary, a range of great benefits and excellent opportunities for career progression.

**Our benefits include:**

- Competitive salary
- Childcare vouchers
- Cycle-to-work scheme
- Eye tests
- Pension
- Savings scheme
- School fees discount (conditions apply)
- Annual salary increment
- Travel loans
- Computer loans

Staff recruited to work at Southbank may also be entitled to a relocation package, dependent on the location of the individual at the time they were offered a position.

## HOW TO APPLY

We are delighted that you are interested in joining Southbank International School.

We welcome applications from qualified, experienced teachers looking for a vibrant, challenging and rewarding teaching experience.

**Teaching candidates are evaluated on four key areas:**

- High-quality teaching practice
- Contribution to learning area and curriculum development
- Relationships with students, staff and parents
- Contribution to the whole school.

**To apply, please do the following:**

- Visit [www.southbank.org](http://www.southbank.org)
- Download the appropriate application form
- Complete the form and email it to [jobs@southbank.org](mailto:jobs@southbank.org)
- Please note: CVs are not acceptable for this role.

# JOBS AT SOUTHBANK

For all our latest vacancies,  
please visit [www.southbank.org](http://www.southbank.org)

If you have any queries about a  
position, please contact us on  
[jobs@southbank.org](mailto:jobs@southbank.org)

**Southbank Kensington (3–11 years)**  
36–38 Kensington Park Road, London W11 3BU

**Southbank Hampstead (3–11 years)**  
16 Netherhall Gardens, London NW3 5TH

**Southbank Westminster (11–19 years)**  
63–65 Portland Place, London W1B 1QR  
17 Conway Street, London W1T 6BN  
379 Euston Road, London NW1 3AU

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