



Job Pack

Assistant Site Manager



REACH
DREAM IT, REACH FOR IT, ACHIEVE IT

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Dear Prospective Candidate

Many thanks for considering the post we have available at Gladesmore Community School. I hope that, having looked at the information available, if you think the post might be suitable you will decide to make an application.

We have tried to provide information so that, in a short time, you can gain a useful picture of the school and some idea of what it will mean to become a member of our staff. If you have enquiries regarding this post please contact Mrs Naidoo, Executive Officer, and we will endeavour to answer your questions.

Gladesmore is an outstanding school with an excellent learning environment. We look to appoint staff who are ambitious for our children and are committed to promoting their life chances.

The staff are highly skilled and are also very positive and cheerful. We value these qualities highly.

If you would like to join our exciting enterprise you will need energy and a commitment to the principle of equality of opportunity.

I look forward to hearing from you.

Yours sincerely

Tony Hartney CBE

Headteacher

Assistant Site Manager

Basic Salary £20472(pro-rata, depending upon experience) 30 hours per week plus overtime

We are looking to appoint a reliable, well organised and self-motivated individual. The Assistant Site Manager will be responsible for ensuring that the school site is well maintained and users are safe.

The successful candidate will be required to undertake caretaking duties such as locking and unlocking the site. Gladesmore is a very friendly place to work with a rich ethnic and linguistically diverse staff and pupil community. The ethos is inspiring and positive. The school has been judged to be outstanding in every category by Ofsted.

Please see the school website for the application pack or contact the school for further details

Closing Date: Friday 22nd February 2019 at 10.00am





About Us



Our Motto

Dream it, REACH for it, Achieve it!

Our Vision

To provide an outstanding all round education where our students make impressive progress in a positive, friendly, family community atmosphere.

Our REACH values

Respect, Enthusiasm, Attitude, Cooperation and Hardwork



Ofsted Report: For the latest reports on Gladesmore Community School, please see the school website.

Haringey: Further Information about Haringey borough is available at www.haringey.gov.uk

About the School

Gladesmore Community School is a mixed 11-16 comprehensive school situated in the urban area of South Tottenham, London, bordering the edge of Stamford Hill and adjacent to Markfield Park which backs onto the River Lea. Seven Sisters Tube Station, Tottenham Hale tube, bus and train terminus and South Tottenham Railway Station are all within a short walking distance.

School Population

The school has nine forms of entry. It has an impressive reputation locally and over recent years has the highest number of first choices applications for places in Haringey. It is oversubscribed in every year group with a roll over 1250. Numerous staff chose to send their children to Gladesmore.

We have a wide diversity of ethnic, linguistic and religious backgrounds in the school and this provides a tremendously rich culture. We delight in the fact that there are over 55 languages spoken by pupils. Our largest ethnic groups are of African, Caribbean or Turkish heritage.

As a community comprehensive school our intake consists of a broad ability range including children with special educational needs and very able, gifted and talented pupils.

The school serves a community of high economic disadvantage, typically, over 60% of our pupils are eligible for free school meals. Visitors are invariably impressed with our calm, happy and positive family atmosphere in the school. Pupils are respectful and well behaved. There is a wonderful ethos in the school enjoyed by all and it enables children to make excellent all round progress.

Working relationships between the staff and pupils and between the staff are exceptional. This is one of the reasons why staff turnover is remarkably low. The pupils are a delight to work with and are highly appreciative of the efforts made by staff. Our children really enjoy school and are proud to be part of the Gladesmore family; attendance for instance, is the best in the region and is consistently well above the national average.

Staffing

Although the school has some excellent facilities its greatest asset are the staff. We have a superb staff team that create a warm, cheerful atmosphere and forge an effective climate for learning. Colleagues express that working at Gladesmore is stimulating and inspiring. Morale is excellent and we actively promote the strong ethos of mutual support. Visitors are invariably surprised by the pleasant atmosphere we have created and comment favourably about this. It is fundamental for us to go out of our way to ensure that colleagues are supported, appreciated and happy in their work.

Our recruitment programme targets teachers and support staff not just for their subject knowledge, we particularly seek out people who really care about the progress of children and are deeply committed to making a difference to our community. Gladesmore staff are characterised by their friendly, cheerful and positive outlook. We value these characteristics highly.

Once appointed, we expect that all staff will continue with their professional development which emphasises teamwork and the sharing of good practice. Our programmes for trainees and NQTs are particularly strong and have been highly praised by HMI. Staff are valued highly, morale is high and there is strong recognition that all play an important role to enable our school to succeed and operate harmoniously.

The staff is diverse which reflects the pupil population and we are proud that our rich diversity of staffing is well balanced throughout the organisation at all levels of seniority. Applicants from black and ethnic minorities are encouraged. Staff work hard both in the classroom and in developing activities outside the curriculum. Because people enjoy working at the school the turnover of staff is very low. Opportunities for professional development and growth is impressive; subsequently numerous staff have gained a series of promotions within the school. Those who leave tend to do so for promotion or retirement.

The exceptional care for the individual, together with the high quality of teaching means that, although Gladesmore is a large school, it is also very friendly and supportive. Colleagues particularly appreciate this. We are highly committed to staff well-being and run numerous activities and have very well established support structures in place to ensure that staff feel supported and as individuals. Staff turn-over is exceptionally low and morale is unusually high. Staff work hard and enjoy a positive climate at work that is extremely rare.

We also have our own unique nursery provision for staff children. This is exclusive for the babies and toddlers of the staff at Gladesmore and Crowland Schools and accommodates children from approximately 6months of age through to school age. The children are cared for in an exceptional arrangement located in the outstanding rated Crowland Primary School which is right next door to Gladesmore. Staff find this extremely valuable and helpful.

Achievement

Our aim is to continue to raise all round achievement and expectations through effective learning and teaching. We offer an innovative range of programmes and strategies to provide pathways enabling children to reach their potential. As a result rates of progress are astonishing. Our progress scores place us in the top band of schools nationally. All subject areas are very strong. Comparative statistics also show that the achievement of SEND, EAL, black and minority ethnic groups are all outstanding. But we intend to improve further.

KS4 Results- Historic	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
more 9-4/A*C- Eng & Ma	4	6	14	21	29	28	34	39	38	42	46	41	54	54	63	65	47	63	66	69
EBACC												3	7	9	4	8		32	33	34
9-4 Eng & Maths																		63	68	71
Progress 8																		+0.3	+0.41	+0.43

Curriculum and Assessment

We have taken bold decisions when planning the curriculum and as a result, the offer caters appropriately for the needs of our pupils. They have clear pathways which can lead to their success. Much smaller group work takes place to support children who need extra help with their learning.

We have a very simple but rigorous system of monitoring pupil progress which enables us to issue reports to parents/carers and pupils every half-term.

In recent years we have obtained numerous awards, examples include, the ICT Mark; Investor In People, Gifted & Talented School, Peace Prize, ArtsMark Gold; SportsMark Award; International Schools Award; Healthy Schools accreditation; CISCO award; and, Mathematics and Computing specialist status. We also have strong international links and frequently work with schools overseas. Our success has given Gladesmore a strong profile.

Leadership

New staff are surprised by many things at Gladesmore but particularly noteworthy are the high profile presence of senior staff around school, the positive ethos plus the care and top quality support we have for children.

There is a very clear and simple vision for the school and the Gladesmore Ethos Statement is articulated through the simple term REACH, which promotes our key values and stands for: **R**espect; **E**nthusiasm; **A**ttitude; **C**ooperation; and, **H**ardwork. REACH to be a Star!

Our school motto was written and selected by pupils: **Dream it, REACH for it, Achieve it.**

We have simple but ambitious Goals for the school. All subject, intervention and year teams draw up their own development plans to focus on continued improvement. All staff are encouraged to help shape our development and pupils make a significant contribution to this as well.

Gladesmore has been rated as 'Outstanding' by Ofsted for over a decade. In successive inspections HMI/Ofsted teams have awarded outstanding grades and within these deemed the school to be exemplary. It is rare that a school gains such an accolade. HMI's have expressed that they had never been more impressed by what they had seen. Gladesmore has been recognised by the DFE and the GLA as a Flagship School.

Nevertheless, we believe there is still much we can improve; we are fully committed to self-evaluation and continuously look at what we can do to continue to improve. We want to do the best we can. There are numerous opportunities and procedures

designed for us all to share good practice and learn from each other. Whilst the school is doing very well there is more for us to learn and aspire to.

Premises

The buildings are substantially built and house classrooms and corridors of good size. We have gradually been able to improve the buildings and facilities to an outstanding standard. Each subject area has specialist accommodation. Classrooms are spacious being well above standard size and all have interactive whiteboards. Faculty areas have a dedicated IT suite plus an office base with a sink and adjacent toilet.

The pupils, staff and parents are proud of the school. We enjoy a happy, cheerful atmosphere and we have positive links with the community. We are frequently congratulated by visitors on the friendliness of the children and staff, the quality of display, the calm atmosphere and the absence of vandalism and graffiti.

Extra Curricular and Community Activities

We have an impressive Saturday and Summer School provision. Year 7 pupils together with Year 4, 5 and 6 pupils from Crowland Primary School participate in a comprehensive programme. Older pupils attend Mathematics, English, French, Spanish, Mandarin, Computing and/or Music sessions.

Pupils have access to a wide range of activities at lunchtime and after school. We have a strong sporting tradition and large numbers of pupils are involved in the many clubs and teams which operate. We enrich children's experience through lively school assemblies and productions. All subject areas are outstanding and run well attended after school clubs and revision classes. We have a wide array of mentoring and guidance schemes and run a programme for gifted and talented pupils.

We have strong partnership with our feeder schools and are neighbours with Crowland Primary School. A number of our staff have children there including in the nursery.

We are genuinely a community school and find our parents/carers are supportive and appreciative.

In Conclusion

Gladesmore is a welcoming, warm and friendly school. Staff are highly committed and work together to meet the needs of pupils. Essentially, we shape Gladesmore into be the kind of school we'd be thrilled to send our own children to. The school is optimistic and forward looking. We enjoy a happy working atmosphere and consider the all round development of children to be as important as examination results. We are proud of our achievements but not complacent.

In 2011, HM Queen Elizabeth II awarded Gladesmore with the **Royal Crest**. It is the top national award for organisations and very rare for a school to gain this accolade. Although we are proud of our achievements, we believe there are many more rungs to climb up the ladder. We have goals for the school that defy usual expectations and we have a staff team who are determined to help our children to excel.

Working in a school is hard work, but at Gladesmore it is also very pleasant and provides a range of exciting opportunities. If you feel that you have the necessary skills and commitment to work at Gladesmore and relish the opportunity to contribute and make a difference then I look forward to hearing from you.

Tony Hartney CBE

Headteacher



An Introduction to the Post of Assistant Site Manager

We are looking to appoint an enthusiastic Assistant Site Manager to join a dedicated and highly regarded team. The post will be suitable for someone who is hard working and flexible who has good practical skills. The postholder will be primarily work to undertake caretaking duties and support the smooth and safe running of the school. S/He will keep the general physical appearance looking clean and tidy as well as dealing with potential hazards. S/He will also be expected to assist with small scale maintenance tasks, lock and unlock the buildings, set up furniture for various activities and functions and monitor the work of contractors.

The Site Team consists of an enthusiastic and successful group of staff. The site is well organised, well resourced and runs smoothly on a day to day basis. There is an excellent atmosphere; it is very much a team approach.

An good working rapport with children is important so as to be able to be a positive role model, and give encouragement and guidance.

This post will require flexibility to undertake a variety of tasks across the school. A good level of fitness will be needed and a willingness to have a go and get involved in practical tasks and whatever needs to be done. It is an important role which will contribute to enhancing the life chances of children.

We are looking for someone to work a basic of 30 hours each week. Ideally, we want someone able to work some hours during a weekend and early evenings. Work schedules are devised across the team. Flexibility is helpful to facilitate holiday cover for colleagues during the year. Specific hours of working will be negotiated with the successful applicant.

Candidate Specification

Assistant Site Manager

Experience

A proven, excellent track record of working well with others

Experience of working in a physically demanding role

Skills and Attributes

The ability to work flexibly within the structures of the school and as part of a busy working environment

Ability to work well as part of a team

High level of commitment to play a significant part in the delivery of high quality service

Excellent interpersonal skills

Ability and willingness to undertake a wide variety of tasks relating to the role

Excellent basic practical/DIY craft skills

Excellent practical site management related skills; including for instance: cleaning, carrying, organisation and working with power tools

Clear verbal communication.

Ability to promote a positive working ethos within the learning environment.

A commitment to the promotion of pupil attainment and well-being

Excellent working rapport with children

Sound basic IT and written English skills

Good knowledge of health and safety

Excellent common sense and judgment in relation to site management matters

Ability to oversee contractors and lettings

Other Requirements

Physically fit

The ability to earn the respect and the confidence of staff and pupils.

Excellent role model

The ability to engage constructively with, and relate to, a wide range of young people with different ethnic and social backgrounds

A knowledge of, and commitment to, the promotion of Equal Opportunities.

A strong commitment to participate in training and development

Excellent attendance and punctuality.



Assistant Site Manager

Job Description

Purpose of Post:

To work in general harmony with staff to ensure the premises are safe, secure and managed well to allow effective learning to take place.

To manage the cleaning, maintenance and general upkeep of the school site to a high standard of health & safety, cleanliness, tidiness and hygiene.

Line Manager: Premises Manager

Main duties

To manage the opening and closing of the site; including gates, windows, room doors and the site in general ensure site is secure as required.

To maintain oversight of the premises paying attention to, and addressing appropriately, security issues and health & safety hazards.

To maintain and keep under review the premises, ensuring proper and regular patrols are undertaken and that alarms are properly maintained, used, reset as necessary.

To act as one of the main key holders of the site, registered as such with the police, and to ensure that access to keys and the site is given only to authorised persons.

As key holder, to be responsible for attending the site/premises in emergencies, taking appropriate action in the case of break-in, theft or fire, including boarding up broken windows, repairing or changing door or window locks and resetting alarms.

To assist in developing and implementing planned maintenance programme for the site

To be responsible for ensuring the removal and portage of furniture and deliveries within the school site moving small items when this is within reasonable capabilities of one person, following health and safety guidelines on manual handling of loads.

To be responsible for setting out and storage of furniture and equipment for school events

To liaise on all aspects of site security and fire safety, informing of and addressing as appropriate, any premises related health and safety issues requiring attention

To maintain adequate supplies of first aid and infection control equipment and materials in accordance with Council policy and guidelines.

To take responsibility for arranging checking and maintenance of emergency equipment (e.g. fire extinguishers, alarms) including escape routes and the proper storage and use of any harmful machinery or toxic materials.

To ensure the safe and efficient operation of all mechanical, electrical and heating services on the site including lifts.

To monitor and take appropriate action to ensure proper and safe levels of heating, lighting and ventilation

To undertake minor repairs and redecoration as required using appropriate tools and equipment.

In emergencies, to make good any damage such as leaking pipes, broken windows or doors etc

Assist to obtain estimates for repairs to any items which falls outside site staff expertise and provide suitable access and supervision for contractors required to do works on site

To deal with contractors (e.g. window/carpet cleaners) in order to ensure that work is signed off only when it has been completed in full and is of a satisfactory standard, advising of any error or omission

To keep under review all aspects of routine servicing, repairs and maintenance of the site and to advise on the need for minor and major repairs and maintenance.

To advise hirers on the operation of the site for letting outside school working hours, including assisting with requirements and management of the premises to restricting access to appropriate areas.

To ensure the proper cleaning of the site and premises by supporting and supervision of cleaning staff

To undertake cleaning as required, including dealing with slippery floors, floods, spillages, bodily fluids and planned cleaning programmes.

To ensure the school site, playgrounds, car parks are cleaned and maintained, including removing weeds from hard surfaces, removing fallen leaves, litter and other debris and arranging for efficient refuse collection.

To ensure that external paths, steps and entrances are clear of debris, snow, water leaves or other hazards and that the site and grounds are cleaned and maintained to a high standard.

To advise on all aspects of site security, including making recommendations on improvements or alterations to lighting, entrances/exits, arrangements both for the welcoming of visitors and aimed at deterring intruders in order to ensure a safe environment

To undertake regular health and safety risk assessments on the premises, making appropriate recommendations and undertaking works for improvement as necessary

To undertake major redecoration of rooms or other parts of the site as scheduled.

To liaise with school staff and visitors to ensure the smooth running of the school

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

Employees are required to comply with School Policies and to work cooperatively with colleagues to promote a positive school ethos.

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Employees may deal with sensitive material and should maintain confidentiality in all school-related matters.

This job description is not necessarily a comprehensive definition of the post. It will be updated periodically. The duties may be varied at any time to meet the changing demands of the school at the reasonable discretion of the headteacher/line manager.

Process of Selection

Application deadline

Completed application form and DBS declaration must be received by deadline in the advert.

Applications may be submitted to:

Email documents to:

admin@gladesmore.com

Post or hand deliver documents to:

Gladesmore Community School, Crowland Road, Tottenham, London, N15 6EB

Completing the application

Candidates are asked to complete all the standard information required on the application form and to submit a supporting statement addressing the job requirements.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are aware of the need to respond within the timescale set. In all cases two professional references are required.

The posts will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current requirements relating to child protection this will include an enhanced DBS check.

Feedback

Please note that we do not confirm receipt of applications.

Selection process

Candidates who are shortlisted will be contacted and invited in to participate in the selection process. We do not inform candidates if they have not been shortlisted.





Gladesmore Community School

Crowland Road Tottenham London N15 6EB

admin@glagesmore.com

www.gladesmore.com

Telephone: 0208800884



**EVERYBODY
DREAMS**