



KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate Information



Note from the Headteacher

Thank you for your interest in the Services Manager role at King James's School. Our school is a fantastic community, and I am sure that taking on this role would be a hugely fulfilling step on your career journey.

We are most proud of our ethos. We place students at the heart of all we do, and King James's students are delightful! The school is the heart of the community, physically located at the centre of this historic and beautiful market town. It is the school of choice for local residents, with most students walking to school, and those from surrounding villages who are fortunate to gain a place here, travel in on short bus journeys.

We have a truly comprehensive intake which brings a great vibrancy to the school. Our ethos is supported by clear values of 'Ready, Respectful, Engaged' which is demonstrated by the good behaviour and positive relationships enjoyed by staff and students throughout the school. Students are eager to be involved in all aspects of school life, including the many extra-curricular opportunities and visits that take place; the House events; and the Student Council. Parents are committed to supporting the school and there is a genuine feel of common purpose, with staff, students and parents all working in partnership to ensure that school is a happy place, with lots of opportunities, ensuring that students achieve well and go on to have great prospects.

We have a thriving sixth form where most of our students continue their education. We provide a wide range of Level 3 courses. Students go on to a wide range of destinations, including Oxbridge, Russell Group Universities, and high-quality apprenticeships.

When joining King James's, you will be warmly welcomed by our dedicated team of colleagues. The Pastoral department itself is staffed by experienced team members. However, there is no complacency, and the whole school is committed to being the best they can be. We are committed to developing all staff and offer a range of professional development opportunities both within school and through networking with other local schools, with whom we have close relationships.

We are part of a federation with Boroughbridge High School and there will be chance to work with colleagues in both schools; for your own professional development and with the aim of improving education across both schools, to benefit young people in the area, and not just in Knaresborough. This year we had a joint training day which looked at engaging teaching, with colleagues from both schools sharing resources and discussing ways to inspire students and fuel a love of learning.

Our commitment to staff includes the offer of a range of benefits, including access to discounts at major retailers, employee assistance programs, and wellbeing initiatives such as cycle-to-work schemes. We do all we can to ensure every member of our team feels supported, valued, and empowered in their roles.

We have high expectations of one another, believing that our community deserves nothing less than excellence, but that comes with all the support you need to be successful and grow. A member of our Leadership Team will be your line manager, with whom you can share ideas, discuss challenges, and who will support you personally and professionally.

We are committed to deeply safeguarding and are keen to ensure that all our staff embody our values and promote the welfare of children. We therefore seek candidates with the right character and disposition as well as with the understanding of their responsibility to support the ongoing culture of vigilance in our organisation. Every member of staff will be undertaking Positive Regard training in September so that we have a common understanding of our culture.

I do hope you are as excited to join our school as we are to appoint the right candidate. If you would like to discuss any aspects of the role, or visit the school, please do not hesitate to contact me. I look forward to receiving your application and hope to meet you in person in due course.

Clare Martin

Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Site Manager

Full Year. Permanent
37 hours per week
Grade I £33,366 - £37,035

We are looking for a highly motivated Site Manager to join our vibrant, modern school community. This key role is essential to the smooth operation of both King James's School where you will be based. You will also lead operation across Boroughbridge High School, ensuring that our facilities are safe, efficient, and continually developed

Key Responsibilities:

- Oversee the development and optimal use of all Federation sites and facilities to support teaching and learning.
- Lead and manage refurbishment projects to enhance the school environment.
- Co-ordinate vital services including maintenance, cleaning, waste disposal, facilities, fire safety, and security.
- Ensure compliance with health and safety regulations, government legislation, and school standards.
- Lead and support operational teams across the Federation, driving high standards of services.
- Act swiftly in response to emergencies and operational challenges.
- Manage and support the school's lettings operation.

About You:

- Strong knowledge of premises management, with experience in staff and budget management.
- Ideally, you are certified or working towards qualifications in Management, Health & Safety, Facilities Management, or an equivalent field.
- Excellent problem-solving skills and the ability to respond quickly to emerging issues.

Why Join Us?

- We offer a competitive salary, generous holiday entitlement, and a range of benefits designed to support your well-being and work-life balance, including:
- An excellent pension scheme
- Life assurance
- Access to our fitness suite
- An employee discount program
- Commitment to high-quality professional development in a friendly, open environment

How to Apply:

To apply, please send your completed application form to recruitment@king-james.co.uk by 8am on Monday 25 November 2024.

At King James's School, we are committed to safeguarding and promoting the welfare of young people, and all staff are expected to share this commitment. The successful applicant will be required to undergo an Enhanced DBS check.



Information on the Site

Site Manager Role Overview

As Site Manager, you will lead a dedicated team across two sites – King James’s School and Boroughbridge High School. This includes the Deputy Site and Lettings Manager, Cleaning Supervisors, Caretaking/maintenance teams and Site Operatives. Your role will be essential in ensuring both schools are maintained to the highest standards, with the safety and efficiency of the premises being a top priority.

Working closely with the Director of Business Services, you will be responsible for overseeing refurbishment projects, ensuring compliance with safety regulations, and leading improvement initiatives across both sites. You will be an integral part of the wider Business Services Team.

About Our Schools:

King James’s School

Set on an expansive site, King James’s School boasts over 100 classrooms, exam halls, a large performance hall (the largest in Knaresborough), a spacious dining room, and numerous offices and meeting rooms. The site includes four car parks and has seen significant investment in its facilities to support teaching and learning. In 2019, we opened a brand-new Sixth Form block, though parts of the estate are over 100 years old. Key infrastructure includes three modern, gas-powered plant rooms controlled by a web-based Building Management System (BMS), and a utility infrastructure that spans from 1907 to modern developments.

We are also proud of our specialist facilities for Technology and Creative Arts, and extensive sports facilities including playing fields, a sports hall, gymnasias, fitness suite, all-weather pitch, and nine tennis and netball courts. Our partnerships with local sports clubs and community groups are strong, making King James’s School a hub for both education and community events. The school operates from 6:30am to 10:00pm, seven days a week, with a dedicated Deputy Site and Lettings Manager overseeing events and lettings.

Our 3G artificial grass, floodlit football pitch, opened in 2020, is popular with local junior football clubs and community groups alike. Between the Site Manager and the Deputy Site and Lettings Manager, office coverage is maintained from approximately 7:15am to 6:00pm, Monday to Friday. This excludes events or emergencies, which may require occasional weekend or late-night support to facilitate responses.

Boroughbridge High School

Boroughbridge High School, built in 1980, is a two-storey building with several independent blocks and one main gas-powered plant room. The structure has remained largely unchanged since its construction, but the site continues to support a wide range of educational and community activities.

This role is integral to maintaining the quality, safety, and community engagement of both sites, ensuring they remain welcoming environments for students, staff, and the wider community.

This is a challenging but highly rewarding role. If you have any questions or would like to arrange a walk-around, please contact the Director of Business Services via the HR Team.



How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to:

recruitment@king-james.co.uk and be received by 8am on Monday 25 November 2024.

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

Site Manager

<i>Responsible to:</i>	Director of Business Services
<i>Salary NYCC Band:</i>	Grade I
<i>Full Time/Part Time:</i>	Full Time
<i>Hours:</i>	37
<i>Full Year/Term-Time Only:</i>	Full Year
<i>Job Evaluated Date:</i>	2024

Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Services
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure Services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

Children & Young People's Services
King James's School, Knaresborough

POST: SITE MANAGER (Job Description is pending final review and evaluation)	
GRADE: Grade I	
RESPONSIBLE TO: Director of Business Services	
STAFF MANAGED / RESPONSIBLE FOR: Responsible across the Federation for Assistant Site Manager * 1 Cleaning Supervisors (*4) Cleaners (circa. *19), Lettings Team (circa. *1 Sports and Leisure Manager *2 Assistants), Caretakers (*4), Site Operative (*2)	
POST REF. NO:	JOB FAMILY: 3
JOB PURPOSE:	<p>As part of the Boroughbridge High School and King James's School Federation, this role provides support to the Director of Business Services (KJS) to:</p> <ul style="list-style-type: none"> • be responsible for the continual development and best use of all Federation sites and its facilities for the support of learning. • manage agreed refurbishment projects from inception to completion as directed. • coordinate and plan essential site Services such as maintenance, cleaning, waste disposal, facilities fire and security. • ensure that buildings and facilities meet the required health and safety requirements, government legislation and compliance standards. • monitor staff and contractors, checking that the work assigned is completed to a timely, safe and satisfactory standard. • lead and coordinate operational teams across the Federation to cover multiple areas of responsibility. • use performance management tools to monitor the workers' performance and recommend agreeable services levels and ways to improve. • respond quickly to emergencies that arise in school and deal with them appropriately at all times ensuring appropriate communication. • provide support to the Director of Business Services (KJS) in the day to day management of both school site(s), premises budgets (circa. £212K), premises; and secure external hire sales and grants of in excess of £110K. • deliver the agreed long-term plan and compliance matrix.
JOB CONTEXT:	<p>The post holder will work with the Director of Business Services in setting and delivering the capital priorities and direction. In addition, they will work across the Federation, based within the busy school environment of King James's School. This role will involve travel between Federation schools; anticipated one day per week minimum at Boroughbridge High School.</p> <p>The post holder will work with the Director of Business Services to manage facilities/premises, procurement (relating to premises), personnel and budgeting for the school in relation to the premises and lettings teams. The post holder is responsible for ensuring health & safety, compliance and overall site security, responding to emergencies in relation to site, plus the planning, coordination and preparation of the maintenance programme.</p> <p>The Federation is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Federation. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Services criminal records check for work with children.</p>

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operational Management

- Provides information analysis to support Federation planning and improvement to the Director of Business Services.
- Reviews and assesses Federation priorities (through discussion with the Director of Business Services) for planning, preparing and forecasting allocation of the Federation's premises budgets, including sourcing contractors and review.
- Supports with processing and monitoring of insurance claims as required, along with related works.
- In conjunction with the Director of Business Services, ensures the Federation complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records, tracking, auditing, reporting, sourcing contractors and arranging for remedial works.
- Analyses, interprets and evaluates data and produces comprehensive reports to be presented to the Director of Business Services, governors (as required) and the Health & Safety Committee.
- Takes responsibility for premises related stock control, ensuring future planning, due diligence and value for money.
- Is a designated key holder and supports with day-to-day site operations as required.
- Maximises value for money, including the formulation of an energy saving strategy.
- Support with construction projects from inception to completion, including: preparation of tender invitations, prequalification of contractors, leading at tender interview, collation/production of pre-construction information, management of construction phase, internal site audits, handover and collation of H&S file/O&Ms.
- Co-ordinates and supervises contractors as appropriate.
- Attends, or chairs as appropriate, meetings at all project stages (i.e. concept, design, planning, pre-start, progress, handover).
- Surveys the Federation sites regularly for any potential Health & Safety issues, taking corrective action where necessary.
- Keeps accurate records for Fire safety, Water safety, Emergency evacuation, utility consumption and asbestos checks.
- Ensures maintenance of the Federation's required Health & Safety procedures / initiatives including; PPE, site inductions, management of method statements/risk assessments, work permits and ladder inspections; plus safe storage and co-ordination of materials files.
- Supports with Health & Safety training and initiatives, delivering components where appropriate.
- Commits to the growth and maintenance of a positive risk management culture within the Federation, assisting staff where necessary.
- Provides comprehensive management and support to the Director of Business Services for the effective development and control of the Federations financial growth and income generation in relation to external lettings, including the application of bids.
- Assists the Director of Business Services in the management of any Federation wide the projects commensurate with the grade.

	<ul style="list-style-type: none"> • Establishes and ensures that all Health & Safety policies and procedures are in place and followed, in line with HSE and DFE regulations. • Manages the minibus/school transportation resources and maintenance contracts, ensuring agreed policies and procedures are followed.
Communications	<ul style="list-style-type: none"> • Establishes good working relationships and communicate effectively with all staff, pupils, contractors, external partners, local authority, local law enforcement/emergency Services. • Acts as first point of contact to resolve disputes / complaints over the operational running of the school site with residents, to ensure that the school is portrayed as a good neighbour.
Resource management	<ul style="list-style-type: none"> • Provides effective leadership and challenge to the Site Team in conjunction with the Director of Business Services. • Manages the co-ordination and practical completion of day-to-day tasks alongside long-term developmental work. • Oversees the out of hours lettings; ensuring needs of clients are balanced with the needs of the Federation. Markets the facilities and represents the Federation at relevant local neighbourhood meetings. • Manages several small teams of premises staff (caretaking, site operatives, cleaning and external lettings) across the two Federation schools. • Highlights additional CPD training needs to build on own skills and knowledge. • Communicates and implements HR and other related policies. • Effectively implements and documents the probationary review process where applicable. Sets clear, realistic and measurable targets through the performance management process and challenges underperformances where appropriate. • Attends staff meetings and training days. • Takes delegated responsibility for premises/lettings related financial decisions following appropriate discussions with the Director of Business Services.
Safeguarding	<ul style="list-style-type: none"> • Ensures that all safeguarding protocols are adhered to when external contractors are visiting the school site. • Knows about data protection issues in the context of your role. • Understands that different confidentiality procedures may apply in different contexts. • Takes responsibility for promoting and safeguarding the welfare of children and young people that that the post holder comes into contact with.
Systems and Information	<ul style="list-style-type: none"> • Monitors and contributes to the effective planning, development and management of technologies and systems. • Takes responsibility for maintaining accurate records for the Federation.
Strategic Management	<ul style="list-style-type: none"> • Supports the Director of Business Services with strategic planning for site Services, premises / external lettings, but also the broader Business Services department and Federation as required. • Investigates new streams for funding in relation to the school facilities (i.e. re-roofing, groundworks, sporting equipment etc.) to the benefit of both pupils and external hirers.
Data Protection	<ul style="list-style-type: none"> • Complies with the Federation's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety	<ul style="list-style-type: none"> • Has awareness of, and implements, health and safety responsibilities as an employee; and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Works with colleagues and others to maintain health, safety and welfare within the working environment. • Takes a lead role in Health & Safety management, ensuring effective risk management and appropriate training provision.
Equalities	<ul style="list-style-type: none"> • Ensures Services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of services users. • Develops own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • The Federation provides front line Services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with the Federation and County Council Policies and Procedures.
Customer Services	<ul style="list-style-type: none"> • The Federation requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Federation requires that staff offer the best level of services to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your role and its limits, and the importance of providing care or support.
Date of Issue:	October 2024

PERSON SPECIFICATION

JOB TITLE: Premises Operations Manager - Grade I

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of financial management • Knowledge of premises management, contract management and HR procedures • Knowledge of how to develop and implement policies and procedures • Knowledge of child protection procedures and a commitment to safeguarding pupils • Detailed knowledge of Health & Safety legislation 	<ul style="list-style-type: none"> • Knowledge of employment legislation • Knowledge of procurement procedures
<p>Experience</p> <ul style="list-style-type: none"> • Experience of managing/supervising staff • Financial management experience • Administrative experience • Experience of data inputting systems • Risk assessment and auditing 	<ul style="list-style-type: none"> • Contract management experience
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Good ICT skills • Ability to manage the school budget on both a strategic and day to day level • Ability to lead and motivate a team • Analytical skills • Negotiating skills • Report writing skills • Ability to make decisions • Attention to detail, neatness and accuracy • Good organisational and time management skills • Ability to work as part of a team • Flexible and committed • Confidentiality 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Certificate in Management, or working towards (business/facilities/health & safety/administration) • IOSH certification (Occupational, Construction or Fire Safety) 	<p>NEBOSH Level 3 or above (Occupational, Construction or Fire Safety)</p>
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • Be committed to the school's policies and ethos • Be committed to Continual Professional Development • Have motivation to work with children and young people • Be able to form and maintain appropriate relationships and personal boundaries with children and young people 	
<p>Behaviours</p>	<p><u>Link</u></p>