



Site Manager

Start Date: 4th April 2022

**Grade 8 SCP 19
33 hours per week
Split shift (4 days) and 1 Full day
Term time plus 4 weeks
Salary: £21,240**

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Dear Colleague

Thank you for expressing an interest in this exciting post.

Kirkheaton Primary School is a wonderful school full of fabulous children and a supportive and professional team. Our school converted to an academy in February 2021 and we are now under the governance of South Pennine Academies. Our staff work incredibly hard to give our children a magical experience of childhood whilst developing their academic abilities. We have a strong emphasis on becoming 'the best me' where children are given the tools and understanding to become positive and engaged citizens. Respect, resilience, rights and responsibilities are all key drivers for our child development. We want to develop children who know how to look after each other, themselves and our planet. We serve a community which is supportive, ambitious and secure. We want to develop a sense of responsibility in our children to use their privilege to help others in their community and across the world. Our school is a large, self-contained site on one level. The school was originally built in 1972 and has had several extensions over the years. We have a large playing field, teamed with outdoor play equipment, along with an enclosed pond area.

If you are the person we seek, you will be able to demonstrate the following skills and abilities;

- Understanding and experience of site management
- Ability to transfer site management skills to the school environment
- Have health, safety and wellbeing of the school and team as a priority in your work
- Well organised and able to work well both as part of a team and independently.
- Good interpersonal and communication skills
- Prepared to make a valuable contribution to our local community and school.

All staff at Kirkheaton Primary School are committed to their role in safeguarding our children in all aspects of their lives. Our staff are caring, vigilant and leave no stone unturned in their pursuit to keep our children safe. Safeguarding procedures, policy and systems are thorough and are part of our everyday practice.

Kirkheaton Primary School is committed to thorough and regular safeguarding checks and CPD.

If you think that you would like an opportunity to work with us, we look forward to receiving your application. If you wish to discuss the job in more detail then please do not hesitate to contact the Principal, Sam Gallant.

Yours faithfully
Mrs Sam Gallant
Principal

Play. Learn. Achieve.

Kirkheaton school's core business is academic excellence. This is a given.

Alongside this, we want school to be somewhere children are allowed, encouraged and shown how to experience the magic of being a child. We want to provide an inspiring and nurturing environment which gives our pupils a safe space to be children, feeds their curiosity and which fosters a love of learning. We want this happy childhood to sow the seeds for a positive and contented adulthood.

We want them to play, to explore, to discover, to succeed, to try, to grow and to flourish. To be themselves and respect the right of others to be a different kind of self. We want each individual to know that they are valued and loved for who they are and for who and what they aspire to be but we also want to build resilience for when things don't go as they would wish. We want school to be somewhere our children feel confident enough to make mistakes and learn from them. We want to challenge them to do new things, learn from new experiences and to cultivate their own ideas without fear. In this way, we enable them to discover their own strengths and passions. We want them to feel proud of themselves, their peers, their school and their community and most of all, we want them to be happy. Because happy children grow into happy, rounded adults who are able to find a place in our ever-changing world.

All the adults in our school acknowledge the need to act as good role models for the children. *'Children are great imitators. Let's give them something great to imitate'*.

KIRKHEATON SCHOOL'S DEFINITIONS:

ACADEMIC EXCELLENCE

This is more than just grades, it's the ability to perform, achieve and excel whilst developing capabilities and skills. The ability to communicate effectively, be numerate and literate; to develop talents and expertise across a wide range of subjects in accordance with each child's interests and ambitions. Each child achieving their full potential in every area of learning.

HAPPY CHILDHOOD

Childhood is a precious, short-lived time of innocence and should be free of stress and worries. It is play, exploration, fascination and learning from the outcomes of your actions. It is being loved, becoming confident, pretending, being imaginative and not being afraid. It is a time to learn and experiment with feelings, emotions and relationships and to learn about rights and wrongs.

ROUNDED ADULTS

Rounded adults are caring, self-confident, happy, empathetic, fulfilled, content and resilient. They act responsibly, honestly and with good moral judgement and have a respectful, open-minded and accepting attitude to others. They are independent, fun-loving, motivated, proud, and skilled across many areas.

South Pennine Academies

Kirkheaton Primary School is a proud member of South Pennine Academies.

South Pennine Academies help us to reach our aims and objectives through tailored support. The vision, values and key priorities of the Trust are outlined below.

Vision

- To develop a group of closely partnered academies
- To ensure all academies are world class Centres of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core

South Pennine Academies believes in school improvement through a partnership model.

This brings drive, expertise and capacity to the school improvement agenda. We recognise and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Working within a multi academy trust allows school to school support to flourish. Becoming part of our partnership will allow you to become a leader not a follower and be involved in shaping the partnership rather than having it shaped for you.

- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Site Manager** you should;

- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, (no more than 2 pages) addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of the Academy.
- Submit your application by: **9am Wednesday 16th February**
- Closing date for applications: **9am Wednesday 16th February**
- Shortlisting : **Wednesday 16th February**
- Interview Day: **Wednesday 2nd March 2022**

Successful applicants will be required to undertake a Criminal Record Check via the DBS. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.





Kirkheaton Primary Academy

Site Manager

Job Description

Scale Grade 8 £21,240
33 hours (4 days - split shift and 1 full day)
Term time + 20 days

Purpose of the post

To be responsible for the supervision of all the site maintenance and services including the site / cleaning staff and external contractors in order to maintain a healthy and safe environment for students, staff and other users of the premises.

To work alongside school leaders and trust staff, to ensure both the temporary facility and permanent building are secure, safe and fit for purpose. To report any defects and issues to your line manager and positively interact with colleagues, parents and children, in accordance with the ethos of our academies.

The post is based at Kirkheaton Primary Academy, but you could be required to work at any of our Kirklees Academies.

Key areas

1. Management and Organisation
2. Customer Care
3. Security and Buildings Operation
4. Defect Repair
5. Contract Control
6. Cleaning Work
7. Waste / Pest Control
8. Handling Goods and Equipment
9. Administration
10. Health and Safety
11. Fire and Evacuation
12. General

13. Management and Organisation

- 1.1 Implement the site's planned repair and maintenance programme in line with the Premises Development Plan and health and safety standards
- 1.2 Provide specialist advice and guidance as required
- 1.3 Control and manage devolved budget in line with financial procedures
- 1.4 Initiate specifications and orders for all repairs/improvements and authorise relevant works
- 1.5 Liaise with contractors responsible for the provision of security equipment
- 1.6 Ensure all site staff are trained in all relevant security procedures
- 1.7 Ensure all cleaning duties are fulfilled and the site is a clean and litter-free environment
- 1.8 Take a lead role in monitoring, maintaining the trust's Health and Safety policies and procedure as they relate to the building, facilities, cleaning and grounds:
- 1.9 Ensure fire alarms are tested in line with guidelines and relevant records are kept
- 1.10 Assist in all fire/safety evacuation procedures and tests
- 1.11 Ensure equipment used by caretaking and cleaning staff is validated and in safe working condition
- 1.12 Ensure Risk Assessments and COSHH Assessments are up-to-date, staff are trained in their use and relevant up to date records are kept
- 1.13 Keep records of regular checks/service calls on equipment
- 1.14 Ensure all site staff are trained in all relevant emergency procedures
- 1.15 Secure and monitor contracts for specialist or larger repairs within an agreed budget and following academy procedures
- 1.16 Support the Academy with Carpark Marshalling, in particular at drop up/pick up time
- 1.17 Maintain tidy and organised work spaces and storage areas

Customer Care

- 2.1 Acting as a responsible adult role model for pupils and being a positive influence with regards to behaviour and attitude.
- 2.2 Being a positive member of the academies staff maintaining good relationships with building users and other members of the academy community.
- 2.3 Ensure that all enquiries and visitors to the premises are dealt with in a prompt, courteous and efficient manner as required under the Academy standards, recognising the wide range of diverse needs and expectations.
- 2.4 Interacting with building users to understand their requirements and advise them on the best way to ensure that they are met.
- 2.5 Presents a positive image of themselves and the Trust by ensuring that customers receive a courteous and professional service to meet their needs. This includes explaining when things are not possible, giving reasons and suggesting alternatives.
- 2.6 Responsible for the security of the site including ensuring that unidentified or unexpected people / visitors to the academies or in the buildings, are appropriately challenged to ensure that there are no potential child protections issues or security risks, reporting concerns and liaising with other agencies as appropriate.

- 2.7 Responsible for ensuring that contractors on site work in an appropriate manner in compliance with Trust's policies and health and safety regulations to maintain the health and safety of pupils, building users and visitors.

Security & Buildings Operation

- 3.1 Opening and closing premises, facilities and grounds to meet the routine and non-routine requirements of the building's occupants.
- 3.2 Carry out security procedures for buildings, facilities and grounds; i.e. security inspections (lock/unlock doors, activate/deactivate automated alarm equipment), identifying repairs, identifying suspicious occurrences and liaising with police and Authority officers accordingly.
- 3.3 Operating the heating plant so that adequate temperatures are maintained in the premises (subject to the degree of control in the academy) and that a supply of hot water is provided within the statutory temperature range.
- 3.4 Carry out routine specified operating procedures/ inspections and testing on ancillary equipment or facilities and grounds e.g. security /fire alarms, emergency lighting, sewage pumps, air conditioning units etc.
- 3.5 Efficient operation of heating, water and electricity supplies and to carry out routine checks and minor repairs as necessary
- 3.6 Carry out activities to ensure that reasonable access is possible in times of inclement weather, e.g. gritting, snow clearance. Both manually and using onsite equipment such as snow plough (training provided).
- 3.7 Attend call outs as required.
- 3.8 Grounds maintenance activities (as appropriate to training and equipment) for example litter picking and weed-killing, planting and leaf clearing over the winter months.
- 3.9 Patrol the grounds and deal with building issues that may arise.
- 3.10 Prevent unauthorised access, trespass or parking of vehicles on the premises and grounds in line with agreed procedures
- 3.11 Maintain school buildings, fabric, fixtures, fittings and furniture and carry out minor repairs

Defect Repair

- 4.1 Identifying and collating defects and repairs that require attention and initiating action for their rectification for example graffiti removal; following consultation with their manager and/or working within the agreed budgetary and operational procedures in the academy.
- 4.2 Carry out "first aid" emergency repairs to ensure building security and safety as the need arises.
- 4.3 Within his / her competence, carrying out an individually specified range of repairs and general handyman duties or liaising with maintenance staff at partner academies to ensure repairs are completed.

Contract Control

- 5.1 On behalf of the Principal or Business Manager ensure the contractors work is undertaken in accordance with the contractual obligations and comply with health and safety requirements.
- 5.2 On behalf of the Principal, act as a liaison point to monitor the progress of defect rectification work with contractors to ensure that defects are repaired promptly within agreed timescales
- 5.3 Ensure contracts are in place to respond to alarm call outs outside normal working hours or to ensure cover by a member of staff

Cleaning Work

- 6.1 Ensure the cleaning (internal and external) on the campus is performed efficiently and to a high standard
- 6.2 Perform occasional non-routine cleaning tasks as and when required, e.g. window blinds, shampoo carpets, internal windows or outer walls, internal and external surfaces of outer doors and partitions in entrance areas.
- 6.3 Responsible for stripping, sealing and polishing floor surfaces to meet the building requirements.
- 6.4 Ensure that all footpaths are free from weeds (with or without the use of chemicals).
- 6.5 Ensure ground drain gullies, toilets and sink outlets remain free flowing and clean.
- 6.6 Litter picking on a daily basis.
- 6.7 In the event of snow, frost or minor flooding or similar emergency situations ensure clear access to important entrances

Waste/Pest Control

- 7.1 Dispose of rubbish and ensure unimpeded access for refuse collectors to enable bins and containers to be emptied without hazard or hindrance.
- 7.2 Ensure that overnight, the building is clear of all collected rubbish.
- 7.3 Report all evidence of vermin/pests immediately to the Business Manager.
- 7.4 Ensure that all external litter bins are emptied when required.
- 7.5 Ensure the site is litter free, as far as is reasonably practicable, using appropriate machinery subject to relevant training.
- 7.6 Responsibility for the collection and storage of yellow bagged clinical waste to a designated safe area and arrange for disposal through the authorised academy representative.

Handling Goods/Equipment

- 8.1 Ensuring that adequate supplies of fuel and cleaning materials are available. To order following academy procedures, receive and where relevant, store, fuel supplies, cleaning materials and cleaning equipment, within a delegated budget.
- 8.2 Portage duties including satisfactory receipt distribution, collection and dispatch of goods to and from the school. Organising and participating in the movement of furniture, crates and containers, e.g. preparing halls for exams, assemblies or events.

Administration

- 9.1 Maintain required stock records and carry out stock taking from time to time in accordance with Academy procedures
- 9.2 Monitor and manage stock (e.g. bulbs, cleaning / hygiene materials) within an agreed budget, cataloguing resources and undertaking audits as required
- 9.3 Maintain an inventory of all machinery, equipment and /materials
- 9.4 Carry out administrative tasks e.g. maintaining records, information and data, producing reports as required
- 9.5 Compliancy checks and records with respect to:
 - Cleaning contract records
 - Accident reporting
 - COSHH information sheets
 - Defect register
 - Machinery maintenance and operating logs
 - Energy conservation logs
 - Fire equipment logs
 - Risk assessments
 - PAT Testing
 - Asbestos registers
 - Emergency Lighting / Fire Door Inspections / Fire Call Points
 - Other records as specifically directed by his / her line manager.
- 9.6 Setting up and maintaining routines to manage processes. Using the Academy's IT software to record and manage routines.
- 9.7 IT proficient; must be able to input and record on the schools safety logging system.

Health & Safety

- 10.1 Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- 10.2 Co-operate and collaborate with management to ensure the responsibilities placed upon the Academy under the Health and Safety at Work Act are performed, e.g. operate safe working practices.
- 10.3 Monitor the Health and Safety of the site using IT equipment and software to record daily, weekly and monthly checks
- 10.4 Ensure equipment used by caretaking staff is validated and is in a safe and working condition and support the cleaning staff to undertake the same responsibility.
- 10.5 Provide access to the academy's first aid facilities, equipment and telephone.
- 10.6 Ensure that employees of the contractor comply with PUWER / COSHH regulations.
- 10.7 Monitor all relevant Health and Safety Standards aspects within the building as may apply under Health and Safety legislation.

- 10.8 Identify during the course of normal duties departures from maintained standards and report where necessary.

Fire and Evacuation

- 11.1 To ensure that the buildings fixed fire appliances are fitted, accessible and have not been damaged and that safety measures/fittings are not being misused: liaising with fire officers to rectify any deficiencies.
- 11.2 Test fire alarms in accordance with the academy procedures.
- 11.3 Comply with the building emergency procedures with respect to evacuation, fire etc.

General

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's and Academy's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. You can find more information about our Safeguarding policy on our website. Please visit:

[safeguardingpolicy2021\(1\) \(1\)-99372.pdf \(kirkheatonprimary.com\)](#)

- 12.1 Carry out your duties with due regard to current and future Trust and Academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Academy communications.

Disclosure Level: Enhanced

Responsible to: Principal

Kirkheaton Primary Academy
Site Manager
Person Specification

E = Essential D = Desirable

1	Aptitudes:	
1.1	To communicate effectively with staff, pupils, parents, visitors and contractors	E
1.2	To work under pressure	E
1.3	To take initiative and work independently	E
1.4	To organise and develop effective systems	E
1.5	To be innovative and creative in developing solutions	E
1.6	To prioritise and plan to ensure completion of tasks	E
1.7	To work to high levels of accuracy and confidentiality	E
2	Characteristics	
2.1	Self-motivated and hard working	E
2.2	Sense of humour and optimism	E
2.3	Willingness to be flexible and work to meet the best interest of the Campus	E
2.4	Open, honest and approachable	E
2.5	Innovative and creative	E
2.6	Displays commitment to the protection and safeguarding of children and young people	E
3	Skills	
3.1	Highly skilled communicator	E
3.2	Teamwork and collaboration	E
3.3	Literacy and Numeracy Skills	E
3.4	Good DIY skills	E
3.5	ICT skills	E
3.6	Interpersonal Skills	E
3.7	Safety Awareness	E
3.8	Understanding of fire safety	E
3.9	Asbestos Awareness	D
4	Qualifications and Experience	
4.1	Holds IOSH managing safety in schools or prepared to work towards this	E
4.2	Holds current First Aid at work qualification or prepared to work towards this	E
4.2	Previous experience of managing a site	E
4.3	An up-to-date understanding of Health & Safety related statutory requirements	D
4.4	Level 3 qualification or Equivalent Level of expertise	D
4.5	Experience in use the Ellis Whittam Health and Safety system	D
4.6	Experience of working in an educational setting	D