



HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT

Headteacher: Anne Kelly BA MBA

Telephone: 01795 424223

www.highsted.kent.sch.uk

Email: admin@highsted.kent.sch.uk

Site Manager (Salary range FTE: £32,933 - £37,188) 37 Hours a week Full Time

We are seeking an experienced practitioner with significant practical skills to support the management and development of the school premises. This will include managing school premises issues as they arise, developing a premises and planned maintenance regime to ensure that the premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum in addition to leading a team to an outstanding level of performance.

The role is both operational as well as managerial, therefore you will be required to have a 'hands on' approach and lead by example, as you will spend a significant proportion of your time involved in practical site activities in addition to fulfilling the statutory compliance aspects of the role.

If you enjoy working collaboratively with colleagues to create and deliver an efficient and effective site for students and staff to thrive in, we would love to hear from you.

Applications are invited from creative and ambitious colleagues who can make a substantial impact on our continuous improvement.

The post is an exciting and challenging one, offering exceptional opportunity in an excellent school where we can offer you:

- a dynamic and supportive working environment
- opportunities for professional development
- a private health care package supported by Benenden Health Care
- a competitive salary commensurate with experience

Please contact admin@highsted.kent.sch.uk for more information about the post or visit our website to download an application form: www.highsted.kent.sch.uk
(Closing date noon 15th November 2024)

The school reserves the right to consider the merits of early applications

Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.

Highsted Grammar School is an Equal Opportunities Employer.





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Welcome to Highsted

At Highsted, we view education as a creative process. Our vision is to lead a happy and cohesive community which fosters academic, emotional and physical confidence. In doing this we create inspirational learners with the courage to take risks and the wisdom to learn from their mistakes.

Our success is as a consequence of striking a fine balance between tradition and innovation. Our values are traditional ones and we offer an unashamedly academic curriculum. We are keenly aware that we are preparing our students for a working life none of us can yet anticipate. Our focus, therefore, is on developing the skills, attributes and habits of mind that equip our young women as life long learners. Our aim is to launch them into the world as self-starters, focused but flexible, armed with the courage to grasp opportunities and the resilience and humour to negotiate setbacks along the way.

We hope that at Highsted you will find a society, a family – a place of lifelong learning that will support and encourage each and every member of our community.

Please use the contact details above if you would like the opportunity to tour the school or to meet the Head before making an application. I look forward to welcoming you to our school.

Anne Kelly - Headteacher

Ofsted - Good

'Pupils and students flourish and succeed at Highsted Grammar.'

'Pupils are courteous, polite and welcoming – they are happy, safe and well cared for.'

'Teacher's subject knowledge is exceptionally strong'

'Leaders set high expectations of what students can achieve. Pupils and students respond well to these high expectations.'

'An ambitious 'cognitive and compassion' curriculum offers a fitting balance of academic rigour and pastoral support.'

'Incidents of poor behaviour are low, and attendance is high. Pupils arrive punctually to their lessons, so learning time is maximised.'

(Ofsted Inspection report 2023)

About Us

Highsted Grammar School is a small girls' grammar school (around 900 on roll, including 182 in Sixth Form) situated in the North Kent town of Sittingbourne. We were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils

are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and SCITT trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Selective Education

Pupils are granted places at the school on the basis of success in the Kent selection tests or the Highsted Test, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Highsted continues to be placed in the top 100 secondary schools (The Telegraph) based on our A-level results.

Partnership Working

The school, formerly sponsored by Microsoft, received specialist school status through science and consequently we have implemented major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has become a regular part of the summer term enrichment programme, supported by substantial grants from the EU.

Extra-Curricular

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition in the school. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

Site and Facilities

We are looking for a dynamic, innovative and hard-working individual to join a committed, friendly and high-performing department that genuinely operates as a team – supporting and motivating one another in what is often demanding but always enjoyable work.

The school works with Judicium Education – a firm of Lawyers for all Fire Safety and Health and Safety legislative procedures which the successful candidate will be expected to engage with and take legislative direction from.

About You

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of staff and students. It provides an opportunity to work in an environment with able and well-motivated students and with friendly colleagues. Flexibility and a personal desire to broaden professional experience would be an advantage.

Application & Interview Process

Applications will only be accepted from candidates completing the school's application form, which is available to download from the website. All sections of the application form must be completed as accurately and as full as possible. Alternatively, applicants may submit their application via the TES /Kent Teach website. Please note that CV's will not be considered in isolation and must be attached to an application form as a supplementary form.

Closing date for applications: 15th November 2024, at noon
Interview date: TBC

The school may interview early in the case of an exceptional candidate. Candidates will be shortlisted based solely on the information provided within the application form, so ensuring your application form is accurate and fully completed is imperative.

After the shortlisting process as taken place, candidates will then be invited to interview and references then contacted.

All candidates who have been invited for interview will be required to bring the following documentation:

- Right to Work in the UK evidence (typically a birth certificate, passport or driving license)
- Criminal Record Self Declaration (will be sent ahead of the interview)

Highsted Grammar School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure and Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children

Job Description

Job Title: Site Manager

Salary: £32,933 - £37,188

Responsible to: The Headteacher and Senior Financial Officer

Hours: 37 Hours a week all year round. The site team operate a working pattern on rotation focussed around the opening and closing of the school premises. The successful candidate would be required to work within this framework which is in place to meet the operational needs of the school.

Job Purpose:

The overall purpose of this role is to support the management and development of the school site and premises. This will include managing school premises issues as they arise, developing a premises and planned maintenance regime to ensure that the premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum in addition to leading a team to an outstanding level of performance.

The post holder will be required to be an experienced practitioner with significant practical skills. The role is both operational as well as managerial, therefore you will be required to have a 'hands on' approach and lead by example, as you will spend a significant proportion of your time involved in practical site activities in addition to fulfilling the statutory compliance aspects of the role.

Main duties:

- Monitor the condition of site buildings and grounds to ensure that appropriate standards are achieved
- Ensure effective risk management, for example, in health and safety, and in the management of any third-party service contracts
- Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved
- Be the lead on Health & Safety across the school site
- Prepare work rotas covering daytime, evenings and weekends to ensure that the site is adequately covered for maintenance, security and lettings
- Manage the cleaning contract and the grounds maintenance contract to ensure they deliver a high standard for the school
- Allocate the daily, weekly and monthly preventative maintenance tasks for each member of the premises team
- Liaise with all hirers to facilitate external lettings
- Receive regular reports from the premises team regarding the reactive maintenance undertaken, including date, time taken, materials utilised and lead member of staff and compile preventative maintenance action lists if suitable
- Contribute to the strategic planning and development of the school site, in conjunction with the Headteacher and Senior Financial Officer and be proactive in identifying the most appropriate and effective solution to the developing facility needs of the school

Planned Maintenance:

- Ensure that the planned maintenance programme for the school is understood and any need to use third-party contractors is agreed and booked in advance ensuring compliance
- Agree the scope of the work with the Headteacher and Senior Financial Officer and obtain quotes from third party contractors prior to instructing them to undertake the work to demonstrate that best value has been obtained. The number of quotes obtained will be in line with the Trust Procurement and Tendering Policy.
- Maintain a file of all work undertaken by third party contractors to include:
 - Specifications
 - Quotes – both successful and unsuccessful
 - Method statements and risk assessments forwarded by the contractor to cover the specified work, some of these may be generic
 - Copies of the signing-in log and Asbestos Register review
 - Copies of all permits to work
 - Ensure that all work is signed off on completion, identifying any areas of concern, and managing the contractor until the work is completed satisfactorily.
- Ensure that arrangements are in place to ensure that there will be an appropriate and timely response to emergency callouts as necessary

- Ensure that all emergency repairs are alerted and completed
- Ensure that the school is properly prepared for use during inclement weather
- Use PS Financials to order site required stock items

Health and Safety:

- Maintain a register of Risk Assessments for operations undertaken by the Premises team, and ensure that a rolling programme of auditing Risk Assessments is implemented to ensure that they are still relevant
- Ensure that all staff use equipment in a safe manner and are appropriately trained
- Be responsible for the COSHH on site by ensuring that a register of all hazardous chemicals in use on the site is developed and maintained, and ensure that all staff who use the chemicals are aware of how they should be safely used and stored
- Ensure that any contractors visiting the site are shown a copy of the Asbestos Register and sign the asbestos management plan
- Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, of the fire evacuation procedure and park in a designated area
- Obtain risk assessments and method statements from third party contractors prior to them starting work on site and keep a copy electronically
- Continuously monitor compliance with health & safety and fire regulations
- Ensure that the fire alarm is checked weekly and a record of the test maintained
- Ensure that the fire strategy is fully implemented and necessary procedures and checks are regularly to ensure compliance
- Ensure that the emergency lighting is checked weekly and a record of the test maintained
- Ensure that the firefighting equipment is checked weekly and any fire extinguishers that have been discharged are replaced immediately
- Ensure the site is checked weekly for any possible health & safety hazards
- Ensure that the water temperature checks are completed each week and records kept

Security:

- Ensure that the site is secure and that entrances and exits are monitored through the school day and out-of-hours, including ensuring that there is an adequate number of Premises staff on site at all times when the school is open to the public
- Ensure that the locking systems of the buildings are not compromised, and that the alarm system is regularly serviced and maintained

Additional Responsibilities:

- To ensure that any issues identified as falling under the remit of the Site Manager role are satisfactorily resolved whether they are strictly a premises-related matter or not
- Responsible to carry out daily inspections to ensure cleaning operatives are cleaning the school effectively and ensure that cleaning operatives follow health and safety procedures
- To keep abreast of developments in the Facilities Management field and identify possible areas where there is scope to improve systems and procedures
- To develop self within the post, undertaking training as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the school
- To undertake specific tasks as identified by the Headteacher as and when required

Staff Development:

- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address appraisal targets set by the line manager each Autumn Term

Other specific duties:

- To undertake any other duty as requested by the Head Teacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake

- risk assessments as appropriate
- To adhere to the school's expected dress code for site staff (uniform provided)
 - To ensure confidentiality and comply with Data Protection Regulations
 - To comply with Trust policies and procedures
 - To engage fully with Judicium Education's guidance and adhere to the legislative direction they provide

The above duties are not an exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher or the Senior Financial Officer.

Statement:

Highsted Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the school is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in a job description, but please note that Highsted Grammar School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Person Specification

Support Staff: Site Manager

	Essential	Desirable
Experience	<p>Qualifications:</p> <ul style="list-style-type: none"> • English language, reading and comprehension up to GCSE standard • Numeracy skills up to GCSE standard • Good IT Skills • A trade qualification (i.e. plumbing, electrical, joinery, decorating) in City and Guilds NVQ, BSL or BTEC • Office 365, Word, Excel • A full clean UK driving licence 	<ul style="list-style-type: none"> • A graduate • IOSH (The Institution of Occupational Safety and Health) accreditation or a commitment to achieve this standard.
	<ul style="list-style-type: none"> • Caretaking • Building maintenance • Security, including alarm systems • Some DIY • Working in a team • Supervising a small team of staff, including cleaning staff • Managing a small team of staff • Identify and lead on maintenance work 	
	Managing Health and Safety at work in accordance with legislation.	
	Experience in managing contractors.	
	Experience of managing allocated budgets effectively.	
	Experience of writing reports for the accountable body – the Headteacher and Trustees.	
	Experience of writing and monitoring a premises plan.	
	Experience of best practice in facilities management.	
Personal Qualities	Ability and confidence to work autonomously and to contribute fully as a member of the support staff team.	
	Excellent IT skills including knowledge and experience of the importance of databases and their role in providing accurate management information. .	
	Excellent customer service skills, with the ability to use discretion, patience, tact and respect for confidentiality.	
	Demonstrate energy, vigour and perseverance and promote an 'can do' philosophy.	Ability to enthuse and motivate others.
	The ability to plan ahead and prioritise tasks.	
	Sense of humour.	
	Ability to work under pressure and meet deadlines.	Ability to build on the experience, advice and contribution of others.

	Consistently high expectations.	
	Self-motivated and self-confident with a calm disposition	
	Personal impact and presence with staff, students and parents; experience of holding team members to account to achieve an agreed quality standard for the site	
Skills	Be able to manage projects, working to deadlines while maintaining accuracy.	Work collaboratively with colleagues and contractors to continually drive improvement.
	High-level communication and presentation skills.	
	Form and maintain effective working relationships with colleagues, service users and third parties	Ability to anticipate problems and identify opportunities.
	Able to streamline and improve operational processes	