



**Ryefield Primary School
Site manager recruitment pack**

June 2024

Dear applicant,

I am delighted that you are interested in the position of site manager at Ryefield Primary School; this is an exciting opportunity for an individual who is keen to become a member of a school within a local, cross-phase multi-academy trust.

Ryefield is a two-form entry primary school in the London Borough of Hillingdon, which has an excellent reputation within its local community. Our relentless focus in providing the best educational experience for our children extends to all members of staff. Our new assistant caretaker will embrace that vision and be part of a committed staff team that is committed to meeting the needs of all pupils which complements Vanguard Learning Trust's vision of outstanding, inclusive education.

The successful applicant will work alongside the assistant caretaker in ensuring that the premises and grounds of the school are maintained to the highest possible level at all times. They will be supported by a committed and hardworking staff body, keen to ensure that every child is given the best possible educational experience. The successful candidate will also join the wider Trust team of operational staff, benefitting from high-quality professional development under the direction of our Director of Operations.

We look forward to reading your application and, for those candidates selected for the interview stage, meeting you as part of the selection panel.

Yours faithfully,



Mr C Tucker
Executive headteacher



Mr J Barrett
Director of Operations

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Trust information

Vanguard Learning Trust is a cross-phase Trust in the London Borough of Hillingdon. Vyners Learning Trust was established in February 2015 when Ryefield Primary School and Vyners School formed the multi-academy trust. In September 2018, Ruislip High School joined the Trust which was renamed Vanguard Learning Trust. The Trust currently has five schools: Field End Junior School, Hermitage School, Ruislip High School, Ryefield Primary School and Vyners School. The history of Vanguard Learning Trust is available on the Trust's website ([click here](#)).

School information

Field End Junior School

Field End Junior School is truly a community school and has been part of the Ruislip landscape for over 70 years. It is a four-form entry junior school, sharing the same site as the infant school. It is a genuinely happy and exciting place to be; the school's community plays an important role in shaping young people into the adults they become when they go out into the world. Staff strive to do all they can to help each child reach their potential. Staff believe that school days should be filled, not only with learning, but with fun, friendship and memories to last a lifetime.

Hermitage Primary School

On entering Hermitage Primary, visitors cannot fail to notice the warm, family feel that permeates the school. Hermitage is a happy, welcoming, stimulating environment where everyone cares about each other and all interactions are based on mutual respect. Hermitage opened in 1968 and is a community school located in Uxbridge. From their first tentative sessions in Nursery through to their final days in Year 6, staff strive to teach pupils their place in the school, the community and beyond.

Ruislip High School

Ruislip High School opened its doors to its first cohort of Year 7 in September 2006. It is a mixed, comprehensive secondary school situated in South Ruislip. Ruislip High School has evolved into a school of choice in the local area with circa 1100 students. The school has been designated outstanding in both Ofsted inspections in 2007, 2011 and 2023. Ruislip High School's logo symbolises the school's motto *-from grass roots, to reaching for the sky-* which represents high aspirations and students' journey as they progress through the school.

Ryefield Primary School

Ryefield was established in 1960 and as a school community it strives for excellence. Ryefield is an excellent school where its children love learning and achieve the highest standards possible in a thriving multicultural learning environment. Above all Ryefield strives to touch the lives of all its children to ensure they grow up to be reflective, self-aware, and resourceful; they are empathetic towards others and confident young people.

Vyners School

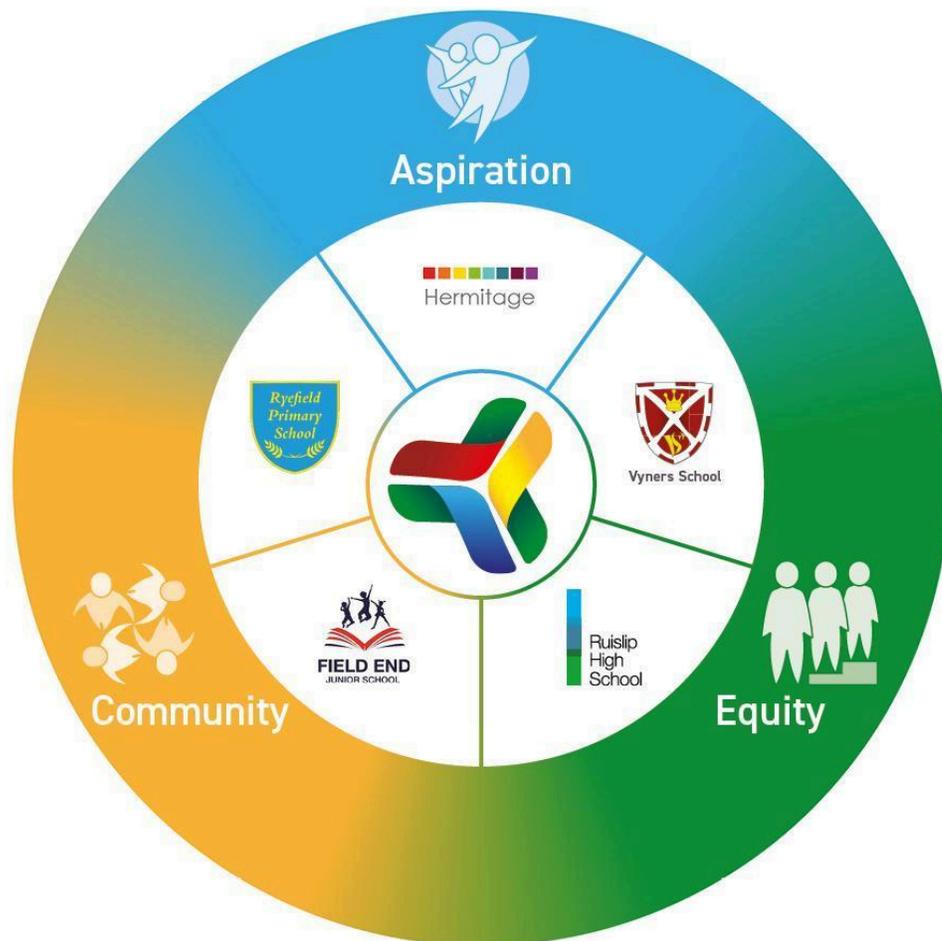
Vyners School was established in 1960. It is a highly oversubscribed mixed secondary, comprehensive school based in Ickenham with circa 1200 students. Vyners is an extremely popular and successful school with an excellent reputation for academic achievement and extra-curricular activities. Underpinned by its school's values *-community, aspiration, respect and endeavour-* Vyners prides itself on the positive relationships that exist in the school and the sense of being part of a happy community. In May 2019, Ofsted designated Vyners as outstanding as part of its Section 5 inspection.

The Trust's vision, values and mission statement are as follows:

Vanguard Learning Trust

Our vision

Outstanding, inclusive education



Core purpose

Vanguard Learning Trust's core purpose is to provide outstanding, inclusive education through collective responsibility across several, rather than individual, local schools. This provides a sustainable foundation allowing for a broader range of school improvement work including cross-phase, joint professional development opportunities as well as student activities. The collective responsibility allows schools and the central team to provide support and share expertise both within and beyond the Trust.

The Trust's values are represented by ACE:



Aspiration

Endless possibilities with limitless boundaries



Community

Collective responsibility, collaborating within and beyond the Trust



Equity

Opportunities for all to achieve equitable outcomes

Mission statement

As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.

Site manager

Job description

Job title:	Site manager
Reports to:	Director of Operations/Headteacher
Salary:	NJC Scale 6. Starting at scale point 18 (Actual salary: £32,925), rising with annual increments to a maximum of scale point 20 (Actual salary: £33,957).
Working Days:	Full-time, Monday - Friday, 36 hours per week, 52 weeks per year. Working hours 6.45am - 2.30pm (2.15pm on a Friday) with 30 minutes for lunch each day.
Start date:	As soon as possible
Line management:	School site team (one assistant caretaker)
Paid holiday entitlement:	29 days + 8 bank holidays
Other details:	The site manager will be a member of the central operations team, line managed by the director of operations. Whilst they will be primarily based at Hermitage Primary School, they will be deployed to other Vanguard Learning Trust schools when required by the director of operations.

Overall responsibilities

Our new site manager will:

- be responsible for ensuring that the premises and grounds of the school are secure and maintained to the highest possible level at all times;
- be responsible for the administration of the school's maintenance records;
- lead and where appropriate, undertake daily maintenance of the school's buildings;
- be the point of contact for all contractors;
- be responsible for ensuring that the premises are clean and fit for purpose;
- have oversight of the management of any school lettings;
- assist with portage; and
- undertake the required training and development.

Main responsibilities and tasks

Ensure that the premises and grounds of the school are secure and maintained to the highest possible level at all times.

Our new site manager will:

- as the main key holder, be responsible for opening the school, disarming the alarm system, securing windows, exit doors and gates and re-arming the alarm system;
- as first point of contact, attend to all matters relating to the alarm system, including responding to and setting of the school alarm, liaising with the police, key holding company and security company;
- alert the director of operations and the headteacher of any risk to a breach of security;
- open and close the school for evening use at times as arranged by the headteacher.
- be responsible for the maintenance and perusal of CCTV equipment when necessary;
- arrange for any key cutting control as directed by the headteacher;

- implement all aspects of the school's health and safety procedures as documented and review these annually in conjunction with the director of operations and the headteacher;
- ensure that all work carried out by the cleaning staff is completed with due regard to health and safety policies and regulations, liaising with the third party cleaning company as required;
- in conjunction with the director of operations, regularly carry out a risk assessment of the site, keeping appropriate records;
- liaise with the school's operations manager, to deal with emergency situations in accordance with the school's health and safety policy;
- test the fire alarm system weekly, ensuring that any defects are dealt with, keep appropriate records;
- ensure that all escape routes and potentially hazardous areas are kept free from obstruction;
- participate in regular emergency evacuation practices, keeping appropriate records;
- maintain playground areas and outdoor equipment, checking their condition weekly;
- ensure that playgrounds, paths and driveways are in a satisfactory condition, including snow clearing, gritting and salting as required;
- clean floors and/or furnishings after any sickness has occurred during the school day;
- arrange for the removal of rubbish from the site as and when necessary.

Be responsible for the administration of the school's maintenance records.

Our new site manager will:

- ensure maintenance, repairs and inspections of equipment are conducted in accordance with the school's health and safety regulations;
- be responsible, on an annual basis, for planning and managing a maintenance schedule in consultation with director of operations, the operations manager and the headteacher;
- respond to all reasonable requests, commensurate with the role, as made by the director of operations, the operations manager and the headteacher;
- submit and follow-up maintenance requisitions in consultation with the operations manager and headteacher, only ordering materials within budget guidelines;
- ensure that documentation relating to the premises, in line with the Trust's health and safety policy is kept up-to-date at all times;
- work alongside the director of operations to prepare works specifications, tender documents and bids for funding;
- be responsible for the maintenance records of utilities, meter readings and all other scheduled maintenance checks as agreed with director of operations;
- liaise with contractors and other professionals as directed by director of operations, operations manager and the headteacher.
- noting, monitor and report any defects in the school buildings to operations manager and arrange for repairs and works to be carried out by contractors where own ability is not sufficient;
- ensure that all fire-fighting equipment is located, tested and results recorded, as regulations require;
- ensure that dangerous substances and equipment are used and stored safely and a COSHH register maintained;
- ensure that correct signs are on display e.g. exit, first aid signs;
- ensure that all portable appliances are tested annually or when any changes are made;
- ensure appropriate Legionella checks are carried out and recorded (appropriate training will be provided);
- undertake Manual Handling risk assessments when the task requires one; and
- in conjunction the director of operations and operations manager, regularly carry out a risk assessment of the site, keeping accurate records.

Lead and where appropriate, undertake daily maintenance of the school's buildings.

Our new site manager will:

- carry out minor maintenance work and repairs that do not require the employment of a contractor;
- ensure that the premises are adequately heated and lit, appropriate to conditions.
- take the necessary steps to ensure the most efficient operation and use of the lighting and heating of the premises including maintenance and operation of the plant;
- ensure that the boiler room is tidy and that no flammable material is stored there;
- undertake some external and internal redecoration to an agreed programme, including during the school holidays; and
- ensure the replacement of fluorescent tubes, bulbs, shades, diffusers, starters etc, as required, using appropriate access equipment.

Be the point of contact for all contractors.

Our new site manager will:

- liaise with, and ensure that, contractors work within health and safety legislation ensuring the safety of all persons using the school premises;
- remain with non DBS checked contractors whilst they are working onsite;
- report any problems/concerns about the work of the contractors to the director of operations and the headteacher; and
- ensure that risk assessments and method statements are available for all work on site and that permits to work are issued on behalf of the school.

Be responsible for ensuring that the premises are clean and fit for purpose.

Our new site manager will:

- be responsible for the day-to-day monitoring of site cleanliness;
- be responsible for the safe and hygienic collection and disposal of body fluids e.g. vomit and dog waste found on the playgrounds;
- ensure that external rubbish is stored appropriately as well as prepare refuse and recycle bins for collection;
- ensure the school playground is swept, pick up litter;
- be responsible for the removal of all debris from the roof, paths, play areas, flowerbeds and all entrances;
- be responsible for additional cleaning that is not covered by the external cleaning team, e.g. window cleaning;
- ensure that all internal glass is cleaned and external glass at floor level;
- ensure that the hall floor is cleaned regularly;
- remove graffiti as required; and
- be responsible for the removal of simple toilet blockages.

Have oversight of the management of any school lettings.

Our new site manager will:

- prepare the required accommodation in accordance with the lettings policy;
- ensure the security and cleanliness of the site on completion of the letting; and
- ensuring the hirer complies with the terms of the lettings policy.

Assist with portorage.

Our new site manager will:

- move furniture and equipment as necessary/required in accordance with the principles of manual handling, sometimes with the help of mechanical aids e.g. trolley;
- put out/away apparatus, staging and equipment as required, according to the weekly timetable (e.g. assembly, performances, meetings etc);
- help with portorage of deliveries to the site as appropriate;
- ensure that orders received into the school are delivered to the appropriate area/person as necessary;

- act as a porter for deliveries, furniture removals, or any lifting task requested by operations manager, headteacher or other appropriate person; and
- arrange for the disposal of redundant furniture and equipment in accordance with school procedures.

Undertake the required training and development.

Our new site manager will:

- undertake training courses leading to the development of necessary and relevant skills;
- participate fully in the Trust's performance management process;
- advise and plan training schedules for the premises team.

Other duties and responsibilities

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Health and Safety

All staff are expected:

- to be familiar with the Trust's policies that refer specifically to health and safety regulations and implement it as applicable within the department;
- ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and updated where necessary; and
- to have regard to health and safety across the Trust in all aspects of work, in line with the Trust's policies and keep up to date with all relevant policies and risk assessments.

Safeguarding

Vanguard Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the Trust to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website ([click here](#)).

Equality and diversity

Vanguard Learning Trust embraces diversity and promotes equality of opportunity.

Notes:

This job description may be amended at any time in consultation with the postholder. Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Site manager person specification

For the supporting statement, applicants should address and evidence their experience, skills and qualifications in relation to the key criteria detailed in this person specification. This section should be no more than two sides of A4 font, size 12.

Qualifications, knowledge and experience:	Essential	Desirable
Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work.	✓	
Experience of primary school caretaking		✓
Experience or expertise in areas in DIY		✓
Relevant qualification or training in First Aid and/or Health and Safety qualifications		✓
Experience of delivering priorities within strict timelines		✓
Experience of working alongside people as part of a team	✓	
An understanding that the needs and safety of children and staff are of prime concern	✓	
Evidence of proficiency in Microsoft Office applications		✓
Evidence of proficiency using Google G-Suite		✓
Relevant personal and professional development	✓	

Skills and abilities	Essential	Desirable
Good organisational skills	✓	
Ability to prioritise, plan, schedule and evaluate work	✓	
Ability to be proactive and work on own initiative and manage own workload within a budget	✓	
Ability to plan effectively for short and long term projects	✓	
Ability to manage a small team	✓	
Commitment to the security and wellbeing of the school	✓	
A willingness to undertake as necessary training in all aspects of the job including health and safety	✓	
Work effectively both independently and as part of a team	✓	
An awareness of the need for strict hygiene and cleaning standards	✓	
Ability to maintain effective administrative systems including the use of appropriate IT programs	✓	

Personal skills:	Essential	Desirable
Enthusiasm	✓	
Sense of humour	✓	
Flexibility	✓	
To be a proactive member of the school community	✓	
Hard-working	✓	
Reliability and integrity	✓	

Ability to develop new ideas	✓	
Common sense and initiatives	✓	
Ability and commitment to contribute fully to the tasks in school	✓	
An interest in professional self-development		✓
A willingness to contribute to the wider life of the school		✓
Self-starter, with the ability to work independently and use own initiative to overcome obstacles	✓	

Physical requirements	Essential	Desirable
Meet the physical requirements of the position and able to carry out required duties	✓	
Ability to work at high levels with appropriate equipment	✓	
Ability to deal with some manual handling	✓	

All aspects of the personal specification will be assessed through the recruitment process. Applicants should ensure that all aspects of the qualifications and experience section are explicitly referred to in their application form including using the statement if required.

How to apply

Application process

In addition to this candidate pack, the Trust's [website \(click here\)](#) will provide prospective applicants with all relevant information and publications.

Applicants should complete the application form, ensuring that their supporting statement relates to the personal specification provided in this pack and is no more than two sides of A4 font size 12.

In compliance with safer recruitment guidelines, CVs will not be accepted.

Completed application forms should be sent to recruitment@vlt.org.uk

Closing date: Monday 1st July 2024, 10.00am

Interview date: Thursday 4th July 2024

Should prospective applicants have any questions about the role they email them to the aforementioned email address and the director of people, who is not on the selection panel, will provide a written response.

Selection process

Full details will be provided to all candidates selected for the interview process and will consist of a series of tasks to assess suitability and, if shortlisted, a panel interview.