



Site Manager



“A great school
at the heart of
the Churchtown
community”





Imagine with all your mind...

Believe with all your heart...

Achieve with all your might...

Dear Applicant,

Thank you for showing an interest in Churchtown Primary School, part of the Endeavour Learning Trust.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that children fulfil their potential, then we would like to hear from you.

Churchtown Primary School is a busy, friendly community school which prides itself on its caring staff and welcoming environment. Churchtown Primary is situated close to the centre of the old village of Churchtown near St. Cuthbert's Church and borders onto the Botanic gardens.

We appoint highly motivated staff, who continually strive to provide the best quality teaching and learning for every child in their class every day. We believe in providing the best quality teaching and learning for all our children and work together to ensure that our curriculum engages all learners and provides opportunities for deeper learning.

We hope the enclosed information about the role will encourage you to join us here at Churchtown Primary School.

Yours faithfully,

Mrs Christine Adams
Executive Headteacher

Advert – Site Manager

Churchtown Primary School is a busy, friendly community school which prides itself on its caring staff and welcoming environment. We are now looking to appoint a Site Manager to manage and contribute to the smooth operations of our School site.

Grade:	Grade 6 SCP 11-19
Salary:	£22,129 - £25,927 per annum
Hours of Work:	37 hours per week Monday to Thursday 10:00am – 6:00pm & Fridays 10:00am – 5:30pm
Base:	Churchtown Primary School, Southport PR9 7NN

As a Manager of our School Site you will:

- Ensure that the security and standard of the school site is maintained to operate effectively and to provide a high-quality environment for children, staff and visitors.
- Organise and manage the work of the site supervisor(s) and cleaning team.
- Provide the appropriate induction of external contractors and supervise their work to ensure they work in a safe manner.
- Be responsible for all aspects of Health and Safety connected with the school premises and site.

In return we can offer you:

- A supportive and encouraging team of dedicated staff
- A fantastic local government pension scheme
- A modern, well-resourced school environment
- Encouragement of further and continued professional development

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

To apply for this vacancy please complete an online application form which is available on the vacancies page of our website. All applications must be completed in full and we cannot accept CVs.

This role is full time, permanent and full year.

If you require any further information about this role please contact our Recruitment Manager, Mollie at m.fairhurst@endeavourlearning.org or by phone at 01772 817904

Applications should be submitted by 9am on Monday 15th August 2022

Interviews are to be held on Thursday 18th August 2022

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Churchtown Primary School reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role.

This post is subject to an enhanced DBS check

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Job Description – Site Manager

Job title	Site Manager
Grade	Grade 6 Points 11-19
Salary	£22,129 - £25,927 per annum
Location	Churchtown Primary School, Southport PR9 7NN (On occasion it may be necessary to temporarily assign you to another site within the trust to meet operational needs)
Hours per week	37 hours per week Monday to Thursday 10:00am – 6:00pm & Friday 10:00am – 5:30pm (The post is likely to require occasional evening and weekend work commitments)
Weeks per year	Full year
Contract type	Permanent
Responsible to	Headteacher

This post is subject to an enhanced DBS check. Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Job Purpose

To contribute ideas and strategies and provide an active input in relation to all matters concerning the school site. To organise and manage the site, taking the lead on all related matters, including managing the site supervisor(s) and cleaners to the agreed quality standards, taking a lead role on Health & Safety and ensuring security of the site and related resources.

Main Activities

Contribute to the provision of a facilities management service which supports the Trust's objectives and to ensure value for money achieved through practices, to include, but not be limited to, the following functions:

- Cleaning and site supervisor management
- Planned preventative maintenance and reactive maintenance
- Health and Safety
- Security
- Repairs and Maintenance
- Asset Management
- Compliance Management using our web-based compliance tool (Iamcompliant)

Supervision

To organise and manage the work of the site supervisor(s) and cleaning team.

Undertake recruitment, selection, induction and appraisal of site supervisors and cleaning staff and allocate duties and hours of work.

Planning own work and that of site supervisors and cleaning staff. Provide/arrange the appropriate induction and training of site supervisors and cleaning staff.

Monitor the progress of the site supervisor team and identify appropriate training and development opportunities for team members to increase the effectiveness of the function

Provide the appropriate induction of external contractors and supervise their work to ensure they work in a safe manner.

Security

Act as keyholder and carry out security procedures for the buildings and grounds. The routine and non-routine opening and closing of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).

Cover sickness and annual leave of site supervisors to ensure security procedures are continued in their absence.

Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.

Dealing with enquiries from employees of the Endeavour Learning Trust, school and contractors.

Monitor and manage the school CCTV system

Maintenance

To monitor the work of site supervisors and cleaning team to ensure that the school buildings and premises are maintained to a high standard and are safe for staff, pupils and visitors.

To undertake maintenance duties and repairs, refurbishment and decorating to maintain and raise school standards.

To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise planned maintenance programmes.

In accordance with the Endeavour Learning Trust Estate Manager, draw up, or assist in the drawing up of site maintenance plans and specifications for work to be undertaken by contractors and arrange for works to be undertaken.

Monitoring the progress of projects involving outside contractors. Monitoring the grounds maintenance function, including managing the contract for the provision of grounds maintenance.

Monitoring and ensuring the cleanliness of the school premises and furnishings, including managing the cleaning contract where one exists. Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.

To arrange for the site supervisors (including the postholder) to carry out first-line repairs which are not beyond the competence of the staff concerned.

Monitoring and management of the premises and asset management system.

Other duties

Testing portable electrical equipment if trained and accredited to do so. To support the out-of-school hours letting of the school premises when needed.

Maintenance of inventory in respect of equipment. Carrying out an annual check of equipment against the Inventory.

To investigate opportunities for recycling of the school's waste, and offer advice and guidance to school staff on appropriate recycling systems.

By involving pupils and staff of the school, to constantly seek ways of improving the working surroundings and of managing the premises in a more efficient and cost-effective way.

To undertake training as appropriate.

Health & Safety

To be responsible for all aspects of Health and Safety connected with the school premises and site, including the completion of appropriate risk assessments, and ensuring compliance with all statutory regulations.

Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and site/cleaning issues) in liaison with the Executive Estate Manager.

Monitoring the appropriate Health and Safety procedures in use in the school and reporting any issues to the Head Teacher & Executive Estate Manager.

To ensure that the appropriate staff within the school are fully aware of CoSHH legislation.

To develop and implement policies and procedures in the area of Health and Safety within the school.

To design and deliver Health and Safety training for staff within the school

To undertake regular testing of the school burglar and fire alarm system, and to maintain appropriate records in relation to this.

To act as fire marshall for fire alarm drills and activations and communicate with the school leaders and emergency services when required.

Finance

To be responsible for monitoring the delegated maintenance budget and regularly reporting budgetary information in relation to this to the Headteacher.

General

Use of IT including the designated online estate management software (training provided)

To fully participate in the School's appraisal scheme where appropriate. The duties may be varied by the Headteacher / Executive Estate Manager to meet changed circumstances in a manner compatible with the post held.

Service Development

To develop and maintain the schools Preventative Maintenance Programme (PMP) which takes account of the short, medium, and long term needs of the school, ensuring that all necessary site, plant, equipment checks, and updates are carried out on a timely basis. Schedules to fully take account of the academic calendar and the day to day needs of the school.

To ensure health and safety work is prioritised in accordance with the relevant maintenance manuals and any other requirements.

To maintain the school's register of legislative and operational compliance.

Support the development and implementation of works identified and funded within various maintenance programmes.

Regular review and update of Operational and Maintenance manuals ensuring all changes to buildings/facilities are fully acknowledged and incorporated.

Support the delivery of the school staff and contractor induction programme in all areas of risk management, health and safety and the safe use and working of equipment and buildings.

Initiate all investigations into building-related defects, instigate repair works, source and procure materials, undertake measured and condition surveys and provide technical and cost advice, as required.

Ensure that all statutory and insurable plant and fabric maintenance works are carried out on time and in accordance with statutory requirements and support the insurance inspection process of installed plant, systems and equipment.

Assist with the effective management and operation of the school's Building Management System (BMS).

Ensure that contractor control and health and safety procedures are in place and followed, ensure random monitoring to ensure compliance.

Support for the School

To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.

To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager.

To work within the Trust's policies and procedures

To contribute to the provision of an effective environment for learning

To support and encourage the Trust's ethos and its objectives, policies and procedures.

To uphold the Trust's policy in respect of child protection and safeguarding matters

Undertake any other duties reasonably requested by the CEO/Headteacher

NOTE: In addition other duties at no higher level of responsibility may be interchanged with / added to this list as required.

Agreed by:

Person Specification – Site Manager

Personal Attributes required (on the basis of the job description)	Essential (E) OR Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
5 GCSEs (or equivalent) A* - C including English and Mathematics/Grade 9 to 5 or Level 3 Qualification	D	AF
First Aid Qualification (qualification not essential at point of application, training will be given if required)	D	AF
Knowledge of Health and Safety guidelines	E	AF/I
Knowledge of CoSHH guidelines	E	AF/I
Professional development relevant to post	E	AF
Experience		
The successful candidate will have:		
Successful experience of undertaking a caretaker or site supervisory function	E	AF/I
Experience of supervising staff	E	AF/I
Experience of writing maintenance programmes	D	AF/I
Experience of planning and programming work	D	AF/I
Experience of testing portable electrical equipment	D	AF/I
Experience of budget management	D	AF/I
Practical experience of monitoring contract arrangements	D	AF/I
Demonstrate experience of basic DIY, maintenance and repair skills	E	AF/I
Demonstrate experience of using powered tools and equipment relevant to the role	E	AF/I
Skills and Attributes		
The successful candidate will be able to:		
Demonstrate that they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	E	AF/I
Problem solve and create innovative solutions	E	AF/I
Demonstrate an ability to lead and manage the work and outcomes of other people as well as working in a team.	E	AF/I
Demonstrate that they can train and develop staff	E	AF/I
Demonstrate that they are able to resolve conflict	E	AF/I
Demonstrate that they are able develop effective working relationships	E	AF/I

Demonstrate they have a positive approach to customer care and service delivery	E	AF/I
Personal Qualities and Attributes		
The successful candidate will have:		
Excellent time management and organisation skills with the ability to effectively prioritise their workload to deadlines.	E	AF/I
A calm and organised nature	E	AF/I
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I
The ability to maintain successful working relationships with other colleagues	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
Ability and willingness to travel between sites, as required	E	AF/I
Ability and willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)	E	AF/I
Ability and willingness to respond to emergency call outs	E	AF/I
Other		
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I