

INFORMATION FOR APPLICANTS

Site Manager

NJC Scale SO8 Point range 32-34 (£28,485 - £30,153)



Dear Candidate

Welcome to All Saints Academy Dunstable.



I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend. Last summer's results were the best in five years demonstrating the rapid progress All Saints is making.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

After embedding a change in leadership, in January 2017 Ofsted stated "The new headteacher has set a clear vision for school improvement. Through rigorous determination she is now bringing direction and raised expectations of both staff and pupils.....The school no longer requires a category of concern. The school is now improving rapidly and continues its journey to being a good school."

The rapid rate of school improvement has been sustained and we are confident that the next Ofsted inspection will determine that we are a Good school, continuing on our journey to Outstanding.

If you feel you want to be part of our journey to Outstanding and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber
Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

The post advertised is as manager of the Premises Team. We require a hard working, physically fit and enthusiastic candidate to effectively manage the maintenance, cleaning, security, heating and health and safety of the site and grounds. Flexible working is required to ensure cover as necessary. The hours of work are 37 per week full time and salary is NJC scale SO8 points 32-34 (£28,485-£30,153).

PREMISES TEAM

The Site Manager is responsible to the School Business Manager and responsible for the Premises Team which currently consists of a Site Manager, Assistant Site Manager and a team of cleaners. The Team is responsible for security, cleaning and maintenance services at the Academy

ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole the accommodation includes:

- Five Science labs and a Science Studio Room
- Five Maths classrooms and a Maths Lecture Theatre
- Six English classrooms
- Three MFL classrooms
- Five Humanities classrooms
- Four labs for the teaching of Business Studies and ICT
- A further four rooms equipped with ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music, and a Recording Studio
- An amazing A Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area

JOB DESCRIPTION

Site Manager



Responsible to:

School Business Manager

Core purpose:

To effectively manage the maintenance, cleaning, security, heating and health and safety of the site and grounds. To make a positive contribution to the ethos of the Academy by providing a high quality professional premises management service.

Job description:

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

General duties and responsibilities:

- To ensure that learning and teaching spaces are correctly set up for the Academy day.
- To be responsible for the maintenance and upkeep of the premises, the buildings (including their non-curricular contents), and the grounds, including determining in accordance with established guidelines whether repairs/maintenance should be undertaken directly or by contract services.
- To monitor and review all premises contracts and services and to be the client monitoring officer in relation to contracts, ensuring that contract specification is achieved, and that any errors or omissions are rectified.
- To be responsible for ensuring the safe and efficient operation of all mechanical, electrical, heating and water services on the premises, including lifts, and to ensure safe levels of lighting, heating and ventilation are maintained.
- To carry out a wide range of handyperson duties using various skills, including minor repairs, refurbishment and redecorating.
- To carry out appropriate duties in relation to the grounds e.g. watering, weeding, planting small areas.

- To liaise with teaching staff efficiently to ensure regular maintenance and tidying of work areas.
- To ensure that the cleaning of the premises is in accordance with agreed specification, monitoring the performance of cleaning staff and to be responsible for all emergency cleaning.
- To be responsible for the overall arrangements of the premises including periodic reviews of site security and to consult with the police, fire service and others on measures to improve security.
- To ensure that staff are aware of the good practice guidelines and procedures on security and the use of alarm systems.
- To maintain a keyholding system for the Academy and to arrange for access to the site by authorised persons.
- To be responsible for maintaining the premises in a safe and healthy condition, including the maintenance of fire, safety, first aid and emergency equipment, as well as the safe storage of potentially harmful materials, within the competence of the post holder.
- To ensure appropriate signposting throughout the premises, in accordance with agreed procedures.
- To be responsible for reading and distributing any advice given to schools on Health and Safety issues and recommending appropriate action. To complete daily, weekly and termly Health and Safety checks as required.
- In conjunction with the Business Manager, to deal with contractors and consultants on all aspects of the building works, ensuring ongoing efficient and effective premises management and upkeep of the site.
- To assist in the programme and progress of new equipment/furniture orders and deliveries to meet the building programme.
- To be of assistance to and help contractors to ensure that building works are carried out safely and efficiently, with minimum disruption to the Academy day.
- To work on own initiative, particularly during Academy holidays and in emergencies, taking all necessary action to ensure the security and maintenance of the site, and to prioritise the daily workload.
- To be responsible for the premises and cleaning budget including the ordering of stock, checking of invoices, monitoring of budgets and preparation of estimates.
- To write letters, reports and prepare management information as required, including letters and reports to the Principal and members of the public.
- To manage the site supervisors and cleaners, ensuring their effective deployment and performance of duties, participating in their recruitment and identifying their training needs.
- To be involved in the appraisal process of assistant site supervisors and cleaners.
- To ensure adequate site cover for the premises at all times.

- At all times to carry out the responsibilities/activities of the post with due regard to the Academy's Health & Safety Policy and Equal Opportunities Policy.

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

| | |
|------------------------------|----------------------|
| Post holder | Date |
| Line Manager | Date |
| Position | |

Safeguarding

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

PERSON SPECIFICATION

Site Manager



| | Essential | Desirable |
|--|--|---|
| Education/Qualifications | <ul style="list-style-type: none"> • Literate & Numerate • Computer literate | <ul style="list-style-type: none"> • Building qualification e.g. carpentry, electrical, plumbing |
| Experience | <ul style="list-style-type: none"> • Experience of working as part of a team. • Experience of working in a similar environment. | <ul style="list-style-type: none"> • Experience of working in an educational setting. • Experience of managing a team |
| Knowledge, Skills and Aptitudes | <ul style="list-style-type: none"> • Ability to undertake a range of routine maintenance tasks. • Ability to solve problems on a daily basis. • Ability to take a non-confrontational approach to resolve difficult situations. • Ability to supervise. • Ability to develop good working relationships with staff, students, visitors and contractors. • Ability to use own initiative. • Ability to follow both verbal and written instructions. • Good telephone manner. • Willing to undergo in-house training on the Building Management System (BMS). • Knowledge of health & safety regulations. • Ability to work on own initiative when required. • Willing to attend off site training e.g. ladder, tower and scaffolding. | |

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| Personal Qualities | <ul style="list-style-type: none"> • Ability to remain calm under pressure. • Flexible working hours and a willingness to work overtime when needed, including evenings and weekends to ensure that lettings are serviced. • Hard-working. • Have high expectations of themselves and others within the Academy community. • A willingness to learn and develop new skills. • A proven commitment to develop own professional learning • Excellent attendance and punctuality. | |
| Motivation | <ul style="list-style-type: none"> • Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene. • Willingness to undertake training as appropriate. • Willingness to develop systems and procedures directly connected with the role. | |
| Other | <ul style="list-style-type: none"> • Commitment to safeguarding the welfare of young people in the Academy. • Understanding of appropriate and inappropriate physical intervention with students. • Commitment to the Academy's values and ethos. • Availability for call-out duties e.g. respond to alarms. | |
| Physical | <ul style="list-style-type: none"> • Ability to undertake manual work and to perform tasks set out in the job description. • Ability to move and use | |

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| | domestic and industrial type cleaning equipment e.g. polishers, vacuum cleaners etc. • Ability to work at heights e.g. tower, scaffolding etc. | |
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TIMELINE FOR RECRUITMENT PROCESS

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| Advertisement placed | Monday 28 May 2018 |
| Closing date for applications | Friday 15 June 2018 |
| Interviews | w/c 18 June 2018 |
| Start date | As soon as possible |

HOW TO APPLY

Please submit your application form, together with a letter of application (no more than two sides of A4), outlining your reasons for applying for this post. In your letter please make reference to information in the pack, particularly the person specification, and explain why you would be an ideal candidate for All Saints Academy and what qualities you will bring to the Team. Please do not send us a general letter; we really are looking for someone who is prepared to respond to us as an individual Academy. You can be sure that we will take time and care in reading your letter as we appreciate how much energy goes into it.

Please return your application and letter by email to jobs@allsaintsacademydunstable.org or by post to

Michelle Arnold
 PA to Principal and HR Manager
 All Saints Academy
 Dunstable
 Beds LU5 5AB

If you have any questions, please contact Michelle Arnold, PA to Principal and HR Manager, on 01582 619700.

We will acknowledge receipt of your application form and let you know as early as possible if you have been shortlisted for interview.