

**Hazel Wood High School**

**Assistant Site Manager Vacancy**

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**Introduction**

Dear Applicant

Thank you for your interest in this post at Hazel Wood High School, which is a member of Oak Learning Partnership Trust.

Our Trust is a recently established group of schools currently comprising of a primary, secondary and special school all located in Bury, Greater Manchester. At Oak LP we are passionate about transforming children’s lives and their communities through the delivery of a well-balanced, rounded education, providing individual support in schools which are happy places within which staff and young people thrive. We are passionate about inclusion; this is at the heart of our ethos and is a consistent focus. In all our schools we endeavour to leave no child behind.

We understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, be that supporting or teaching, they are contributing to our collective aim of transforming lives. We have high expectations for our staff, we invest heavily in them ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it’s also important to us that each school has individuality and freedom to be innovative. What we do insist on is clarity and consistency from our leaders and always making sure common sense is at the heart of decision making.

I joined the Trust in September and I’m excited to lead Oak LP into the next part of its journey. We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we will continue to have a strong moral purpose, provide a truly inclusive education and embed our core values of **Aspiration, Resilience,** and**Integrity in everything we do.**

If you’re excited about joining Oak LP, your values are aligned with ours and you feel like you can make a difference please contact the school directly for any additional information about the role.

James Franklin-Smith

CEO of Oak Learning Partnership



**Welcome from the Headteacher**

Dear Candidate,

I am the Headteacher of Hazel Wood High School and during my time here, I have overseen a necessary period of considerable change since becoming a part of a Multi-Academy Trust in April 2019.

The school has a good reputation for being a caring and inclusive school, and is highly regarded by its local community. We have high expectations of our staff and a great emphasis on pupil care, which includes a particular focus on outstanding quality teaching and learning, with the aim of achieving excellent outcomes for all students.

Every student is challenged to achieve outcomes in line with the top 20% of students nationally who have the same starting points and we are determined not to settle for mediocrity. We believe that all our students deserve the very best education that we can provide.

Our teaching staff aspire to raise the standards and quality of teaching and learning, this is encouraged through inspiring and supporting colleagues and ensuring that best practice is shared and embedded. Our staff are all committed to continually improving their practice to ensure that the provision is achieving the very best outcomes.

Through high expectations around behaviour and learning, actively applied in the classroom we believe facilitates the student’s ability to understand and utilise these lessons in everyday life.

The cumulative impact of all this work was recognised at our Ofsted Monitoring visit. Attainment and progress indicators at Key Stage 4 are improving; student numbers are healthy across all year groups, attendance levels have dramatically improved and exclusions are falling. After some significant restructuring we are as financially secure as anyone can be at the present time.

As a part of the Oak Learning Partnership we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Hazel Wood High. This appointment will form a key element in the next phase of our transformation. If you would like to join our excellent team then we would like to hear more about you.

Visits to the school prior to application are both welcomed and encouraged. Please contact the school on 0161 797 6543 or by e-mailing the HR Department at [recruitment@hazelwood.co.uk](mailto:recruitment@hazelwood.co.uk) to arrange an appointment.

I hope that when you have read the information enclosed that you will be encouraged to apply for the post. We look forward to receiving your application.

Please visit our school website for further information.

<http://www.hazelwoodhigh.co.uk>

Paul Greenhalgh

Headteacher of Hazel Wood High School



**Hazel Wood High School – Assistant Site Manager**

**Required for as soon as possible**

**Grade 7, SCP 7 - 11 plus matrix payment- £20, 654.80 - £22, 310.80**

**Hazel Wood High wishes to appoint a dedicated and highly motivated Assistant Site Manager. We are looking for someone to assist the Site Manager in their duty to ensure that the school meets its statutory requirements and who will demonstrate a high level of commitment. We are looking for colleagues who:**

* Will ensure the safe use and maintenance of equipment and materials
* Will be responsible for the health, safety and welfare of self and colleagues in accordance with the school’s health and safety policies and procedures
* Will organise and manage day-to-day repairs as required
* Will be a key holder
* Will carry out regular site inspections in order to identify repairs and maintenance requirements

This post is particularly suitable for a person who has experience of building maintenance. The successful candidate would be expected to demonstrate that they have a clear understanding of health and safety legislation and are able to carry out manual handling and other physical tasks.

**In return, we offer some fantastic incentives such as cycle to work scheme, Perkbox, childcare vouchers through salary sacrifice, tech save scheme, discounted gym fees at Bury Leisure, bespoke inductions where we pride ourselves in investing in our staff and providing training and development opportunities to enhance your performance and knowledge.**

We believe that Hazel Wood High is a great place to work. This post offers you the opportunity to work in/with:

A school with a strong will and determination to continue to improve

* A school that has high expectations of all who work here
* A school that is driven by strong values, invests in its staff and students and has a high
* regard for their welfare
* A school that works effectively with all stakeholders
* A caring school where you can make a real difference to the lives of young people

You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond. ECT’s are invited to apply for this post.

Employees of Hazel Wood High have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Please do not send CV’s. Completed applications and supporting letters should be returned by email to Miss Kristie Bloomfield, CFO of The Oak Learning Partnership Trust at [recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk)

**Closing Date: 9.00am, Wednesday 3rd November 2021**



**Job Description**

**Assistant Site Manager**

**Normal place of work:** Hazel Wood, although you may be required to work at any other school within the Trust

**Responsible to:**  Estate and Facilities Manager/School Business Manager/Site Manager

**Responsible for:** N/A

**Hours of work:** 37 hours per week – year round

Split shifts, evening and weekend work will be required

Annual leave must be taken in periods of school closure

**Salary:** Grade 7, SCP 7 - 11 plus matrix payment- £20, 654.80 - £22, 310.80

**SPECIAL CONDITIONS OF SERVICE**

* Annual leave must be taken in school closure periods
* Attendance at evening meetings may be required
* Be prepared to offer flexibility in hours
* Split shift, evening and weekend work may be required

**JOB PURPOSE**

* Assist the Site Manager in their duty to ensure that school meets its statutory requirements.
* Work closely with all site staff to ensure that the school is safe, excellently maintained and cleaned and is welcoming to the pupils, staff, parents and visitors.

**KEY RESPONSIBILITIES**

**Control of Resources:**

* Ensure the correct usage, storage and removal of equipment, materials and deliveries
* Ensure the safe use and maintenance of equipment and materials.
* Be responsible for the health, safety and welfare of self and colleagues in accordance with the School’s health and safety policies and procedures
* Carry out premises related health and safety checks on a regular basis including emergency arrangements and potential hazards within the School
* Be a key holder

**Maintenance & Repairs**

* Carry out regular site inspections in order to identify repairs and maintenance requirements
* Carry out and record checks on fire doors, internal and external
* Draw up action plans based on inspection findings
* Organise and manage day to day repairs and maintenance by contractors, including obtaining quotations
* Liaise with contractors, monitoring quality performance and signing off minor work
* Carry out general maintenance and repairs as required
* Order materials and maintain adequate stocks
* Maintain filing systems and records (such as job sheets)



**Lettings**

* Monitoring the site to ensure that the premises are secure.
* Liaising with the School Office regarding bookings
* Completing and maintaining lettings records/registers

**Generic Site and Facilities Tasks**

* Liaising with the site team daily, ensuring smooth handovers and effective communication
* Locking and unlocking the school and ensuring security of the site
* Carry out daily visual site checks to ensure safety and statutory compliance and taking evasive action as needed
* Operating the School’s heating system
* Maintaining the lighting facilities in the premises and site, replacing light bulbs, cleaning shades and similar items as appropriate
* Checking and operating security, alarm and CCTV systems, resetting alarms, reporting faults and operating security procedures
* Responding, as an approved keyholder, to emergencies outside school hours
* Changing locks and getting keys cut
* General porterage duties such as receiving deliveries and removing items from the premises
* Moving items within the premises as appropriate, including furniture set ups
* Carrying out snow clearance and gritting when required
* Monitoring standards and reporting issues to the Site Manager/School Business Manager
* Assist with cleaning as and when required
* Removing rubbish and waste to ensure areas are kept clean and tidy and preparing waste for collection in accordance with the recycling scheme
* Covering for other members of the site team (at the appropriate grade) as and when required

**Other**

* To be a qualified first aider and to provide first aid to staff, pupils and visitors as required
* Use ICT packages e.g. premises database, Microsoft Office, email, internet
* To be aware of the main health and safety issues specific to School and how they relate to students, staff, visitors and contractors
* Appreciate and support the role of other professionals
* To work flexibly to meet the changing needs of the School
* Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
* Attend events or meetings out of normal working hours as required
* Undertake other tasks as reasonably requested by the Site Manager, Estates and Facilities Manager, School Business Manager or Headteacher
* Follow school ethos and values
* To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures



**Person Specification**

**Assistant Site Manager**

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| **Criteria** | **Essential** | **Desirable** |
| **Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience: | | |
|  | * GCSE Maths and English at Grades C or above (or equivalent) * Proven experience of building maintenance * Proven experience of building security duties, including alarm setting * Proven experience of supervising the work of others for example cleaners and contractors * Experience of working within a team * Understanding of health and safety legislation and good practice in relation to cleaning and facilities management | * Recognised qualification in building maintenance, construction or engineering (City and Guilds) * Experience of working in a similar role in a school / academy |
| **Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge: | | |
|  | * Ability to carry out manual handling and other physical tasks * Ability to plan and prioritise a range of regular and irregular tasks and use own initiative to analyse situations and devise solutions * Flexibility to adapt to changing workload demands and new challenges in the school * Ability to work outside standard hours to accommodate the needs of the school * Commitment to the protection and safeguarding of children and young people |  |