

Shevington High School

Site Manager Full-Time

Application Pack



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Ofsted 2022

“Leaders and governors are ambitious for all pupils. They have a clear vision for the school. They have been innovative in how pupils make use of information technology in their learning.”



WELCOME TO OUR SCHOOL

Message from the Headteacher

Many thanks for your interest in the post above. I hope you find the enclosed information useful in making a decision about your application to join Shevington High School. Shevington High School is a growing, successful and popular high school. Over the last few years, the school has seen significant investment and improvement in all areas of the school.

Shevington High School is a popular 11-16 community school located in the village of Shevington. We are 3 miles from Wigan town centre and mere minutes from the M6 motorway. The school is smaller than the average size secondary school but growing. We have 178 students in all years and a waiting list in year 7.

Shevington is a thriving and vibrant school. We work incredibly hard as a team to support pupils to make excellent progress in their learning from their varied starting points on entry. The school has celebrated very good examination results over recent years and we pride ourselves on our constant drive for improvement.

We pride ourselves at Shevington in that we put the student at the centre of learning through the delivery of high-quality teaching which enables all of our pupils to learn effectively. The school has a clear and well-articulated vision and intent for the curriculum and pedagogical approach in school, grounded on current research and methodologies nationally and internationally. This is drawn from the work we have been doing over the last 5 years on Student Agency in Learning as part of the SAIL Network, LAB Schools Network and inspired by work done with Kunskapsskolan Schools (Sweden).

Since 2020 as a school, we have worked extremely hard to make further improvements in our educational provision. Through developing a truly blended learning approach using technology to enhance pedagogy that enables personalisation and develops learner independence and ownership.

School has a robust teaching and learning framework and strategy incorporating digital devices and using Google Classroom to enhance student learning. As part of our initial Remote Learning Strategy in March 2020 we devised a remote learning lesson framework, over time and whilst working as a Laboratory School with the International Centre of Educational Enhancement we collaboratively developed with staff the Shevington Teaching Framework.

The framework has a series stages and non-negotiables

- **Instructional phase**
- **Practice phase**
- **A rubric assessment**
- **A retrieval task**
- **A very clear modelling or scaffolding of task**
- **Summary of learning**

The Rubric is an essential element of the Shevington Lesson; it is designed to encourage ownership of learning through transparent learning intentions and clear assessment criteria. The rubric is used by the student to set personal learning goals in the lesson.

A distinct part of student life at Shevington High School is coaching. We see coaching as the key to personalised learning and putting students at the centre of their learning. Students attend coaching in groups of 4-5 students once a week. In the coaching session the students are encouraged to set weekly learning goals and reflect on the progress made.

Mr J Grant
Headteacher

SITE MANAGER

37 hours per week (full year)
(Flexible day shifts to include early morning/late evening/
occasional weekend work/callouts)

Salary: Grade 7 (scp 20-25)
£31,205 – £34,963 per annum
£15.70 – £17.59 per hour
(pay award pending)

Required July/August 2024

Many thanks for your interest in the above post. I hope you find the information useful in making a decision about your application to Shevington High School.

This is a highly successful School, which is totally inclusive. We pride ourselves on the delivery of high-quality teaching, which enables all of our pupils to learn effectively. All of our staff, both teaching and associate, are valued and respected as true professionals.

We are seeking to appoint a committed Site Manager to assist with the provision of efficient and effective site services, maintenance and security of the school site.

Duties will include strategic contribution and development to the school premises and to take an active lead in the planning, development and implementation of the day-to-day management of the school's facilities and site staff duties.

Candidates will be adaptable with the ability to respond to emergency situations and also assist with first aid when required, being willing to undertake relevant training. The post holder will also be required to drive the school minibus.

The successful candidate will have experience of building maintenance and be willing to work occasional weekends and evenings.

Application forms to be returned to Mrs L Thompson lthompson@shevingtonhigh.org.uk or direct to the school office for the attention of Mrs L Thompson.

The closing date is **24th May 2024** and interviews date TBC.

Job Description

Site Manager (G7)



Job purpose:	<ul style="list-style-type: none"> To be responsible for management of the school premises, site and associated facilities, in respect of security, safety, planning, provision and monitoring of service needs. To co-ordinate and assist in the development and implementation of plans, policies, procedures and processes concerning health & safety. To manage the premises/caretaking and cleaning team in a clear, positive and purposeful manner. To schedule and monitor the work of external contractors on site. 		
Reporting to:	Senior site staff / School Business Manager		
Responsible for - Staff	Caretakers/Cleaners/Other Site Staff		
Liaising with:	Headteacher, SBM, Site Staff, other teaching staff, external contractors		
Grade of post:	G7	Gauge ref:	A23306
Disclosure level:	Enhanced		
Working Time:	Full Time - 37 hrs per week, full-year (inc. weekend, occasional call-out & evening work when required).		
Job Outline			
<ul style="list-style-type: none"> To co-ordinate, organise, manage and participate in all aspects of Site Management. Support the Site Team during absences and annual leave to ensure full-service delivery and continuity is met at all times. To be responsible for ensuring the health, safety and security of the school buildings and site. To manage and monitor fire safety equipment provision and schedule fire drills. To be responsible for contractors while on site and ensure work is completed to the required standard and within agreed budgets. Arrange, monitor and/or conduct regular health and safety checks e.g., fire alarms, legionnaire testing and other statutory testing. To oversee the operation and regularly checking of systems e.g., of heating, cooling, lighting and security. To be responsible for the day-to-day line management of caretaking/cleaning staff including development and in house training. To undertake budget monitoring and prepare costed plans for repairs/maintenance and building activities as required in liaison with the Headteacher and/or SBM. To be responsible for planning, development and organisation of systems and procedures to record maintenance, building and security schedules. To manage and monitor the lettings function within the school including cover for out-of-school hours activities. Under the direction senior staff to have responsibility for the management of the premises budget. To provide advice on annual long-term maintenance requirements to support a cost-effective maintenance program. To purchase premises related equipment and supplies within an agreed budget. To arrange tenders and quotes and manage the appointment of external contractors. 			

Operational & Planning

- Day-to-day management of the school's operational areas ensuring the building and premises are kept to a high standard of cleanliness/repair and safe for all users.
- Prepare, plan and organise maintenance programs and compliance checks (and any emergencies that may arise) for all site related needs.
- Undertake weekly/termly and annual inspections of the premises to enable identification and action of day-to-day repair and maintenance work, ensuring such work is completed to a required standard.
- Monitor energy use and engage staff in cost saving efficiencies.
- Plan and organise your own workload in accordance with the needs and priorities of the school.
- Manage any contracts related to the operational area in liaison with the SBM.
- Manage school building/premises projects involving outside contractors in liaison with the SBM.
- Monitor and manage grounds maintenance program and lettings provision.
- Ensure all premises maintenance and operational equipment is maintained in a safe working manner.
- Ordering and allocation of equipment, services and materials.
- To provide a portorage service around the school and assist with receipt, distribution, collection and dispatch of goods.
- To drive the school minibus/other vehicle either during or outside of normal school hours if required.
- Maintain appropriate computerised records and provide relevant accurate and up-to-date information.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

Security

- To be the main key holder and attend call outs outside of normal working hours when required (**please note** – this service is provided by an outside agency and the postholder will only be called as last resort).
- To attend site out of working hours, if required, to make recommendations to the Headteacher of unavoidable school closures or provide access to the premises/classrooms in the event of inclement weather or emergency situations.
- To provide access to the school site outside of school hours as requested.
- To be responsible for the security of the school premises, ensuring all entrances/exits are secure and reporting potential security breaches.
- To schedule and undertake regular security checks and risk assessments and to provide reports on how risks can be minimised.
- To monitor and manage the school CCTV system including maintenance of cameras and access logs.
- Managing and monitoring contractor activity on site and ensuring compliance with Health and Safety.

Health & Safety

- To develop and implement procedures relating to health, safety security and building maintenance and to contribute to relevant policies.
- Undertake regular testing and recording of school fire and intruder alarm systems and termly test fire evacuations are carried out and maintain appropriate records.
- Undertake annual lockdown drill and maintain appropriate records.
- Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- Maintain school COSHH register, Legionella Risk Assessment and Asbestos registers are kept up to date.

Supervisory

- To act as line manager for site staff to establish high standards, good working practices, maximise deployment of staff and resources and motivate staff to ensure an effective and professional team.
- Act as a technical reference for the site team, providing guidance on more complex issues with adherence to relevant standards.
- Train other site staff in the use of specialist equipment, systems or work methods.
- Organise, manage and supervise site staff duties.
- Undertake training and appraisal of Site Staff.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.
To continue personal development in the relevant area and undertake any relevant training.
To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within your remit.

Person Specification / Selection Criteria

Site Manager

Level 7

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of maintenance and security of buildings and grounds to a required standard	E		A, I
Experience of managing and monitoring Health & Safety within a school or similar establishment	E		A, I, T
Experience of managing & monitoring budgets	E		A, I
Experience of managing staff	E		A, I
Experience of liaising and negotiating with external contractors	E		A, I

B. Training and Qualifications

	Essential	Desirable	Source
NEBOSH General Certificate or relevant qualification equivalent to NVQ 4	E		A, I
Health & Safety at Work certificate	E		A, I
ILM or NEBS or equivalent level of supervisory experience	E		A, I
Willingness to undertake further relevant training	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Good understanding of COSHH requirements	E		A, I
Full understanding of relevant policies, procedures, codes of practice and legislation in relation to health & safety	E		A, I
Detailed knowledge of Health & Safety at work	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to compile management reports and complete relevant paperwork within agreed timescales	E		A, I
Ability to organise self and others	E		A, I
Ability to use initiative to respond to and resolve a range of problems	E		A, I, R
Ability to develop and implement procedures and policies	E		A, I, R
Ability to establish constructive relationships with contractors, LA and outside professionals	E		A, I
Ability to communicate well with all members of the school community, school governors and senior leadership team	E		A, I, R
Ability to recognise the importance of ensuring a secure and safe environment for all users of the school	E		A, I
Ability to supervise and manage staff and work programs.	E		A, I
Ability to organise and complete maintenance tasks as required	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

How to Apply

1. Read carefully all the information about this post.
2. If you have any questions, please do not hesitate to telephone or email Lisa Thompson, PA to Headteacher/Office Manager on email lthompson@shevingtonhigh.org.uk.
3. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

Send your completed application form by email (if downloaded from our website) to Lthompson@shevingtonhigh.org.uk or through the post to: Mrs L Thompson, Shevington High School, Shevington Lane, Shevington, Wigan, WN6 8AB