



**SOUTHLANDS
HIGH SCHOOL**

Endeavour for Excellence

Clover Road, Chorley, PR7 2NJ

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Site Manager

Permanent



Candidate Information Pack

Site Manager

Southlands High School, a school in the newly formed Mosaic Academy Trust with Standish High School and Golborne Community Primary School, is seeking to appoint a Site Manager.

This post will be a permanent contract for the suitable candidate to start as soon as possible. Salary is on Grade 6 – point 11 – 19, £21,166 – £24,799, 37 hours per week, full year.

We are looking to appoint a committed and enthusiastic person who is reliable, trustworthy and hard-working to join our team.

Job Purpose

- To advise the Business Manager on all matters relating to the school site, buildings and grounds.
- To take overall responsibility for the security and day-to-day maintenance of the school site.
- To work with the Business Manager on the development of the site and implementing the school development plan.
- To assist with the creation and promotion of an image which accords with the school aims.

It is important that candidates have a flexible attitude to work as occasional evening and weekend hours may be required for school events.

You should have good communication skills, a recognised trade, the ability to carry out basic maintenance and DIY. An awareness of the importance of health and safety and safeguarding issues and a willingness to undertake training as required is also essential.

All candidates should complete the application form.

Closing date- Monday 25 November 2019.

Interview date- Thursday 28 November 2019.

Completed Application Forms should be returned either by email mearsc@southlancs.lancs.sch.uk or by post to Mrs C Mears, Southlands High School, Clover Road, Chorley, Lancashire PR7 2NJ

Southlands is an Equal Opportunities Employer welcoming applications from all sections of the community.

This post is covered by the Rehabilitation of Offenders Act 1975. If successful, you will be required to apply to the Criminal Records Bureau for a 'disclosure'.

General Information for Applicants

Southlands High School is on a journey to excellence. Our motto 'Endeavour for Excellence' demonstrates that we expect all stakeholders, staff and students to work hard. Southlands High School is striving to be 'Better' than ever before as a successful and inclusive school that works in close partnership with families and the community to achieve the best for our young people.

In December 2017, we were designated as a converter academy within the Mosaic Academy Trust with Standish High School and Golborne Primary School (Standish High School as the lead) and look forward to going from strength to strength in our partnership. The Mosaic Academy Trust as an organisation seeks to value each and every member of the community and to become a family of schools that will welcome other schools and be a Trust whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

In 2017 Southlands High School was the 8th most improved school in Lancashire and the fastest improving school in Chorley. In 2018 we were in the top 5 schools in Lancashire for improving English and English scores at 4+. Results in 2019 show that Southlands High School pupils maintained the improvements made in 2018 in terms of the percentage of standard and strong passes, with an increase in the number of students who attained 9-7 in Maths and English. There have been improvements in Languages overall and an increase in the number of strong passes in Sciences. An increase in the Attainment 8 score has been achieved by pupils.

We strive to meet the needs of the individual child so that they feel safe, secure and happy and enjoy their time at Southlands. We also aim to provide the highest standards of teaching and learning so that students are able to progress and fulfil their potential. We believe that every child should be given opportunities to develop their leadership skills as part of their growth and development in order to prepare them for adult life. Many of our students go on to be very successful in all aspects of life with a number attending some of the leading universities in the country. We are committed in our drive for academic excellence whilst offering a wide range of extra-curricular activities and opportunities so that our students can achieve educational success and develop fully as individuals.

We recognise that all students have the right to the highest quality education that will equip them with the qualifications they need to progress to college, university or their chosen career. Every decision we take to create our successful school comes from a firmly held staff belief that we can always strive to be 'better' than before.

The school was last inspected by Ofsted in June 2013 and was judged as good in every aspect. Parental responses to our latest Kirkland Rowell survey consider the school outstanding and student responses to the Pupil Attitude Questionnaire were also very good. Our school priorities for 2019-20 clearly focus on our culture for improvement: improving student outcomes, the development of teaching, learning and assessment, strong personal development, behaviour and welfare and effective leadership at all levels.

There are 886 young people on roll. The intake profile in both socio-economic and academic terms is that of a fairly typical comprehensive school.

At Southlands we are very proud of our caring school community and place great emphasis on high standards of behaviour and respect for all through our Southlands Standard.

Hopefully, this has inspired you to take a serious look at Southlands.

I look forward to receiving your application form.

Kerry Millar

Headteacher

Job Description

Post Title:	Site Manager
Job Purpose:	<ul style="list-style-type: none"> ▪ To advise the Business Manager on all matters relating to the school site, buildings and grounds. ▪ To take overall responsibility for the security and day-to-day maintenance of the school site. ▪ To work with the Business Manager on the development of the site and implementing the school development plan. ▪ To assist with the creation and promotion of an image which accords with the school aims.
Responsible to:	Business Manager
Liaising with:	Headteacher, Business Manager, Premises Team and other staff.
Working time:	Full Time/Full Year – 37 hours per week Shift Pattern ½ hour lunch Occasional evening/weekend work
Grade:	Grade 6 – point 11 – 19, £21,166 – £24,799
Disclosure Level	Enhanced
Main Duties/Job Outline	Under the direction of the Business Manager help to contribute towards the smooth running of the school by carrying out a range of maintenance/janitorial duties to a high standard. Provide a safe, secure and well maintained environment throughout the school buildings and grounds in order to portray an image which enhances the reputation of the school and complies with all legal requirements in relation to Health and Safety. Supervision of site staff.
Maintenance	<ul style="list-style-type: none"> • Monitoring the standards of cleanliness and maintenance of the premises and furnishings and reporting any problems or faults to the Business Manager. • Advising the Business Manager of any repairs or maintenance work required at the premises which is beyond the competence of the site staff. • To follow and implement the agreed plan of preventative maintenance as discussed with the Business Manager.

	<ul style="list-style-type: none"> • To be capable of carrying out repairs and maintenance to the building, its facilities and infrastructure including: plumbing, glazing, joinery, painting, patch plastering and gardening. • Taking delivery of stores, materials and other goods and conveying them to their points of distribution. • Inform the Business Manager of any problems with heating so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. • Carrying out routine procedures or checks on ancillary equipment, eg. Fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding. • Assisting the Business Manager to ensure that the legal provisions relating to Health and Safety at work are properly adhered to, including the safe storage of any flammable/toxic substances on site (excluding workshops/laboratories). • Carrying out school based procedures in the event of fire, flood breaking and entering, accident or major damage. • Support the Business Manager in the planning, development and organisation of systems, initiatives and procedures relating to Premises and school site. • Advise the Business Manager concerning repairs and maintenance needed. Liaise with the Business Manager for purchases and advise when work is completed or of any issues which cannot be solved using own initiative. • Keep equipment, tools and machinery in a secure and safe manner. • Keep boiler houses and storerooms clean. • Undertake planned internal/external decoration as direction by Business Manager. • Weekly testing of fire alarm. • Weekly legionella flushing. • Report any serious defects/health and safety issues to the Business Manager.
Security & Supervision	<ul style="list-style-type: none"> • To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. • Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off the burglar alarm(s) - Please Note this service is provided by an outside agency and post holder will only be called out as a last resort. • 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 contractors. • Accepting deliveries of goods.

Other Duties	<ul style="list-style-type: none"> • Preparing the school premises and site for out of school activities and clearing up after these activities. • To participate in arrangements for areas used for school functions which may include Parents' Evenings, Assemblies, Examinations, PTA events and Curriculum Information Evenings. This will include moving such items as tables, chairs etc. • Liaise with Premises Manager and School Letting Solutions (SLS) regarding any problems or damage with school premises during evenings.
School Support	<ul style="list-style-type: none"> • To be aware of, and comply with, the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person. • To contribute to the overall ethos, work and aims of the school. • To participate in training, other learning activities and professional development as may be reasonably directed. • To complete a designated First Aid training course. • To carry out any other duties commensurate with the grade and job title as directed by the Headteacher. <p>Driving the school mini bus – ensuring the safe transportation of students.</p> <p>Registration of students using our private bus facility before and after school.</p>

All staff at Southlands High School, teaching and non-teaching, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed and to play an active part in our initiative.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description is current at the date shown but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to, the job commensurate with the grade and job title.

Site Manager - Person Specification

Aspect	Essential
Enhanced disclosure	Y
QUALIFICATIONS	
Any relevant trade qualification	Y
Clean driving licence and own transport	Y
EXPERIENCE	
General handyman experience e.g. joinery, plumbing, painting and decorating etc.	Y
Experience in carrying out routine repairs and maintenance	Y
Minimum of 3 years' experience managing a school site or a similar public site / institution.	Y
Completing administrative duties, including paperwork, maintaining accurate records. Use of IT systems	Y
Knowledge and experience of mechanical and electrical matters.	
KNOWLEDGE/SKILLS/ABILITIES	
Ability to solve practical problems	Y
Use of a range of basic tools and machinery	Y
Ability to work on own initiative and without close supervision	Y
Ability to prioritise own workload	Y
Ability to communicate clearly with all levels of staff, members of the public and outside organisations	Y
Ability to work with frequent interruptions	Y
An understanding/knowledge of Health and Safety at work	Y
Ability to be a fully integrated team member	Y
Ability to relate to a broad spectrum of individuals in a helpful, polite and courteous manner	Y
Ability to maintain confidentiality	Y
Ability to be observant and note any repairs required	Y
Ability to drive a mini-bus	
QUALITIES	
Awareness of and ability to work within health and safety requirements and the Health and Safety Policy	Y
Flexible approach with regard to working unsociable hours to respond to evening/weekend lettings and events	Y
Able to respond to call outs	Y
Willingness to participate in the staff review/development procedure	Y
Willingness to undertake further training	Y
Must be able to maintain a neat and tidy working environment	Y
Have a practical approach	Y
Methodical in routine matters	Y
Keep calm in stressful situations	Y
Trustworthy and honest	Y
Co-operative, responsible and dependable	Y
Enthusiastic, positive and patient	Y
PHYSICAL	
In good general health and have unrestricted mobility	Y
Physically capable of lifting equipment and heavy items	Y
Capable of working at heights under supervision	Y