



MULTI ACADEMY TRUST

Standing Together, Learning Together

Recruitment Pack

Standish Community High School

Site Manager

Permanent Contract

Closing Date: Monday 20th April 2020 at 12.00 noon



Partner Schools in Mosaic

This is an exciting opportunity to join a thriving and expanding Multi Academy Trust that currently consists of three schools located across Lancashire. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, 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.



Standish Community High School

Kenyon Road, Standish, Wigan, WN6 0NX

Standish Community High School is the lead school within Mosaic MAT, The school's motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.



Clover Road, Chorley, PR7 2NJ

At Southlands High School we believe that academic achievement and personal growth for every child goes hand in hand; therefore there is a high expectation and high ambition for each and every student in terms of their learning and progress and in the mutual respect we hold for each other in our learning community.



Golborne Community Primary School, Talbot Street, Wigan, WA3 3NN

All at Golborne Community Primary School strive to create an environment that is stimulating, welcoming, friendly and secure. An environment where children are encouraged to try their best and are praised for their efforts. Where high expectations are encouraged the development of the whole child is valued. We believe that through effective experiences and partnerships we can support and develop the individual, giving them skills they need to be independent, confident learners, capable of expressing themselves and with the ability to integrate into the community.





Standish Community High School

be Outstanding!

March 2020

Dear Applicant,

Site Manager - Permanent Contract

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Information about Standish Community High School
- ❖ Exam Results
- ❖ Job Description
- ❖ Person Specification

Standish Community High School is advertising for a permanent Site Manager. We anticipate employment to commence 1st August 2020 however this is dependent on government updates.

The working hours will be 37 hours per week working full year, 08.00 am until 16.00 pm Monday to Thursday and 08.00 am to 15.30 pm on Fridays. There may be occasional shift / weekend work dependant on the needs of the school as and when required.

Your completed application form should be accompanied by a covering letter. Completed application forms can be forwarded by email to: recruitment@mosaicmat.net or by post to Miss M Johns, HR Officer at the school address. Late applications will not be considered.

Applications will be considered as soon as they are received and the closing date will be Monday 20th April 2020 at 12.00 noon.

Yours faithfully,

Mr A Pollard
Executive Headteacher



Standish Community High School

March 2020

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent post of Site Manager at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1300 students. Our most recent Ofsted judgment, in November 2014, recorded an overall judgment of good in every category. However, we are working relentlessly to achieve "outstanding".

Our attainment figures for 2015 placed us in the top non-selected state-funded schools in England. This accolade has contributed to our designation as a Leading Edge school by the Secondary Schools and Academies Trust (SSAT). For the fourth year running we were placed in the top 10% of non-selective schools nationally for attainment and in 2016 and 2017, we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication and professionalism of our staff. We were delighted that our successes continued in 2018 and 2019 achieving positive progress 8 scores.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focussed on and determined to unleash the potential in all students irrespective of background or ability.

Standish Community High School has formed a Multi Academy Trust, as the lead school, with another local secondary school and more recently a local primary school. This has provided the potential to open greater career opportunities in the near future. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, 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.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the Head of School at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mrs L Barker
Head of School

Exam Results

	2017	2018	2019
Attainment 8	54.26	55.8	54.6
Progress 8	0.37	0.24	0.24

Standish	2017	2018	2019
5 x 9 – 5 (A* - C) including English and Maths	80	79	81
English and Maths Grade 4 and above	84	85	85
3 9 – 7 (A/A*)	37	40	38
5 9 – 7 (A/A*)	29	29	24

English Grade 9 – 4 (A* - C)	94	95	92
English Grade 9 – 5	80	86	82
English Grade 9 – 7 (A* - A)	43	47	44

Maths Grade 9 – 4 (A* - C)	85	86	85
Maths Grade 9 – 5	64	70	62
Maths Grade 9 – 7 (A* - A)	32	33	24

Standish Subjects	Grade 9s – 2017	Grade 9s – 2018	Grade 9s – 2019
English Language	22	15	21
English Literature	35	19	16
Maths	16	15	12

JOB DESCRIPTION

Post Title:	Site Manager (Permanent)
Purpose:	To assist the School Business Manager in the provision of efficient and effective site services to ensure the school achieves its stated aims and objectives. To contribute ideas and strategies and take an active lead in the planning, development, and implementation of the day to day management of the school's facilities and the Site Team's duties. Take a lead role on Health and Safety, ensuring compliance and statutory regulations are met.
Responsible to:	School Business Manager
Liaising with:	Head of School, Teachers and outside agencies
Working time:	The working hours will be 37 hours per week working full year, 08.00 am until 16.00 pm Monday to Thursday and 08.00 am to 15.30 pm on Fridays. There may be occasional shift / weekend work dependant on the needs of the school as and when required. ½ hour lunch break
Salary /Grade:	Grade 6, SCP 14 - 20 £22,462.00 – £25,295.00 per annum
Disclosure Level	Enhanced
Main Duties / Job Outline	Key duties <ol style="list-style-type: none"> 1. Day to day management of the school's operational areas, ensuring the buildings and premises are kept to a high standard of cleaning and repair and are safe for all users. 2. Responsibility for the resolution of all site related issues. Produce, update and maintain a Site Development plan, identifying and prioritising maintenance requirements. 3. Assist the School Business Manager in development of strategy in relation to the operational areas managed. 4. Prepare, plan and organise maintenance programmes for all site related needs. 5. Prepare, plan, organise and record compliance checks. 6. Monitor energy use and associated costs, engaging staff and students in cost saving efficiencies. 7. Plan and organise own workload in accordance to the needs and priorities of the school 8. Organise, manage and supervise Site Staff duties. 9. Undertake recruitment, appraisal and training of Site Staff as needed. 10. Manage any contracts related to the operational area in liaison with the School Business Manager. 11. Manage school building/premises projects involving outside contractors. 12. Monitor and manage grounds maintenance programme. 13. Monitor and manage the schools letting provision. 14. Monitor and manage any other SLA's or agreements that fall within area of responsibility. 15. Ensure all premises maintenance and operational equipment is maintained in a safe working order and organise repair/ replacement as necessary, carrying out repairs personally, where able.

16. In liaison with the School Business Manager, manage operational budgets relating to the Site and Grounds.
17. Manage the school minibus, ensuring MOT's, checks, tax, servicing and any other requirements are met for safe operational use. Ensure bus is always fully fuelled and cleaned.
18. Undertake any training appropriate to role.

Security

19. Act as key holder and carry out security procedures for the building and grounds including the routine and non-routine opening and securing of the premises. Responding to calls outside the normal working hours as a result of break-ins or security alarm activation. **Please note – this service is provided by an outside agency and the post holder will only be called out as a last resort.**
20. To attend site out of working hours if required, to make recommendations to the Head of School on unavoidable school closures.
21. Provide access to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
22. Dealing with workers and contractors and managing contractor activity on site.

Health and Safety


23. To act as Health and Safety Officer for the school and to be responsible for all aspects of H&S connected with the school premises and site, ensuring compliance with all statutory regulations.
24. Help to create, implement and monitor H&S procedures across the school, ensuring staff are trained, fully aware of their responsibilities and are kept up to date with relevant legislation.
25. Undertake regular testing of the school's fire alarm and intruder alarm systems, maintaining records.
26. Complete Legionella tests and keep accurate records.
27. Ensure termly fire evacuations are carried out and maintain appropriate records.
28. Undertake annual lockdown drill and keep appropriate records.

Supervisory

29. Manage and coordinate the work of the Site Team to ensure that school procedures are properly implemented and that outputs are accurately recorded.
30. Manage the performance of staff, following school policies and procedures e.g. sickness monitoring.
31. Identify and act upon opportunities for improving procedures and processes within team or work area, to support the continuous improvement of services across the Trust
32. Act as a technical reference for the team, providing guidance on the more complex issues and monitoring adherence to relevant standards.
33. Train others in the use of specialist equipment, systems or work methods in order to support the development of the team or service.

Individuals may also

34. Maximise opportunities for income generation; assisting in the preparation of bids for additional funding.
35. The Trust and School expects flexibility within the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities. They may also be expected to work at other schools within the Trust on occasion.



Skills, knowledge and Experience	<ol style="list-style-type: none"> 1. GCSE or equivalent plus experience of working in a similar role OR specialised skills acquired through significant on the job experience 2. Have, or working at or towards national occupational standards (NOS) in relevant area and knowledge / skills equivalent to current national qualifications level 5 or having or willing to work towards a similar qualification. 3. Comprehensive understanding of the work practices, processes and procedures relevant to the role 4. Experience of supervising staff, including ability to delegate and track performance 5. Experience of managing budgets and resources 6. Empathy and sensitivity to the needs of staff 7. Good written and verbal communication skills
Problem Solving	Because of changing priorities and differing situations the jobholder has the latitude to consider which among many procedures should be followed. Differing situations requiring the identification and solution within the area of expertise and acquired knowledge, occasionally new facts may need to be sought. There is a strong supervisory and technical professional requirement for this role.
School Ethos	<ol style="list-style-type: none"> 1. Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to 'be outstanding' 2. Promote actively the Trust's corporate policies

Safeguarding of Children and Young People

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.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Trust or School to undertake work of a similar level that is not specified in this job description.

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.

Date: March 2020



Person Specification

Site Manager

Aspect	Essential / Desirable	Application/ Interview / Reference
Experience		
Experience of using a range of computer packages i.e. Microsoft Office & Every	E	A, I
3 years relevant experience of in a similar or related role	E	A, I
Experience of operating to and managing a budget	E	A, I
Supervisory / Team Leadership Experience	E	A, I
Training & Qualifications		
Minimum of 3 GCSE's Grades (A to C) including Math's and English	E	A, I
Health and safety Qualification (IOSH / NEBOSH or similar)	D	A, I
Knowledge & Understanding		
Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
A thorough understanding of health, safety and security issues in schools or have transferable skills	E	A, I
A thorough understanding of continuous improvement and planned maintenance	D	A, I
A thorough understanding of and personal commitment to equality of opportunity	E	A, I
Personal Skills, Abilities and Competencies		
Applicants should be able to provide evidence that they have the necessary skills and abilities required		
Ability to deliver polite, courteous and efficient service	E	A, I
Good communication skills to deal with staff, students and visitors	E	A, I
Ability to use initiative to respond and resolve problems	E	A, I
Ability to work effectively as part of a team and individually	E	A, I, R
Ability to lead and work in accordance with the schools health and safety policies	E	A, I
Maintain confidentiality where appropriate	E	A, I
Adaptable, flexible, diplomatic, tactful and committed to success	E	I, R
Willingness to work occasional unsociable hours	E	I, R
Understanding procedures with regards to Safeguarding	E	I, R
Ability to organise one's own work, to prioritise tasks and keep to deadlines	E	A, I
Personal Qualities		
Tact and a sense of humour	E	A, I
A personal and friendly nature	E	A I R
Application		
Accurate completion of school application form	E	A
Letter which addresses person specification, evidence in letter and application	E	A
High standards in spelling and writing	E	A
Legal Issues		
Legally entitled to work in the UK	E	A
Enhanced DBS Clearance	E	