



# Site Manager Recruitment Brochure



**QUEST**



# CEO Welcome Letter

*Letter of welcome from CEO*



Dear Candidate,

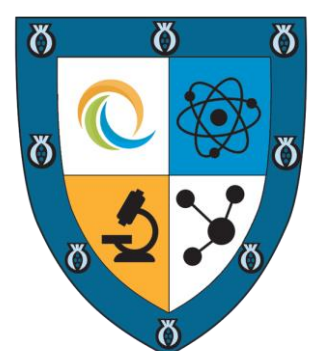
I am delighted that you are considering becoming a member of the **QUEST** Team. Here we all lead to secure a place for **Learning, Innovation** and **Opportunity**, and we seek those who have determination for success, a thirst for continued learning and a drive to be relentlessly ambitious for the students and communities they serve. Here we make a difference and transform lives.

In this pack, I have set out what makes us unique in the educational landscape, defines our success as thriving digital learning communities, and captures our forward thinking and research-led rigour of implementation. We think outside the box here. We listen well and we are clear about our vision for education; a blend of student agency and digital technology for delivery. Here the talent drives the technology. We have created a culture of shared ownership, in partnership with our schools, where we embrace challenge as teams and ensure our core moral purpose is at the heart of all we do. Our Spirit of Purpose is at the heart of all we do.

If you deliver exceptional educational outcomes for the children and young people in your care, have the inner determination to secure success for all and relish the chance to create with us, we would be delighted to hear from you.

Please look through our detailed pack and if this sounds like the role you have been waiting for, and you are ready to unlock your own potential as well as the potential of others, we look forward to hearing from you, meeting you and receiving your application.

**Sharon Bruton**  
**CEO**



# OUR TRUST

## UNLOCKING POTENTIAL

**QUEST** has a clear and compelling vision for the future of education.

**As an Academy sponsor, QUEST has a strong track record for making a long-lasting positive impact within the local communities it serves. Our ambition is to deliver education differently, making a positive impact on the life prospects of the pupils and communities we serve. The Trust is a collaborative family of schools. It enables us to build community, hope, dignity, and wisdom for all.**

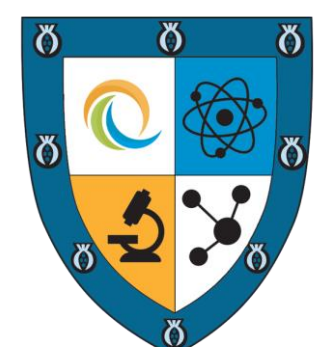
**Our schools are all about passion, determination, and enthusiasm. We see challenges as opportunities and have an unshakeable belief in the right of children and young people to access high-quality education.**

**As Century Flagship Schools, our digital strategy and technological approach to learning is embedded within our curriculum. We harness the personalised support of an Artificial Intelligence learning platform and digital devices on a 1:1 basis for all aged 7 and above. We all lead learning in our Trust and all staff are Apple Teachers.**

**The curriculum is complemented by our coaching approach to develop student agency which promotes life skills of mental toughness, critical thinking, and communication. As Pearson National Award Winners for Digital Innovation 2019, we are proud to be leading the way by creating and shaping the next phase of education.**

**Together we will ensure they thrive.**

**Together we are stronger.**





# WHY WORK FOR US?

**Our staff members are committed, patient, resilient, reliable, and reflective.**

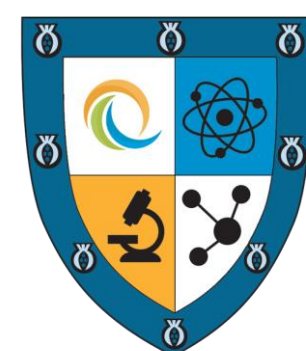
**Our staff deliver high-quality teaching, hold their colleagues in high regard and display the highest level of professionalism. With honesty and care, our staff will leave no stone unturned in the pursuit of excellence. They are scrupulously honest and act with integrity, deal with students, parents, and staff with respect, demonstrate passion and pride, are prepared, punctual and polite, and make every day matter and every student count. If you are as extraordinary and have the same skill set we want to hear from you.**

**We're passionate and committed to the development and education of our students.**

**Our children and young people are fearless, ambitious, positive, aware, compassionate, inquisitive, and use their mistakes to grow. They feel safe, have the confidence to explore and share their ideas and take ownership of their learning.**

**Our pupils and students think of others before themselves and treat their peers with respect and honour. They take pride in their work and want to affect change within the world around them. With resilience and collaboration, our pupils and students will tread the steps to success and become lifelong learners. They value every lesson and every day, respect themselves, each other, and their communities, are polite, prepared, and demonstrate a sense of pride.**

**Here at QUEST, we value all sectors of staff across the Trust. Each individual role is vital in ensuring the pupils and students in our schools achieve their full potential. This is reflected in our mission statements, core values and Spirit of Purpose.**



## PHASE 1

COMMUNICATION

INTERNAL

EXTERNAL

## PHASE 2

ENABLE EFFECTIVE AND EFFICIENT  
OPERATIONAL SYSTEMS

## PHASE 3

MINIMISED AND EFFICIENT  
WORKLOAD - FOR TIME, PLANNING,  
ASSESSMENT & SHARED RESOURCES

## PHASE 4

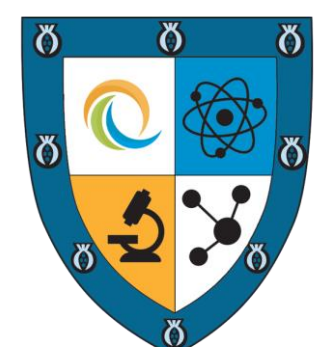
QUALITY  
TEACHING AND  
LEARNING



CULTURE OF  
COACHING  
& STUDENT  
AGENCY

## PHASE 5

CREATE FLEXIBLE, NUANCED AND  
ADAPTABLE EDUCATION FOR THE FUTURE





# QUEST CORE VALUES



**Pride**

*in who we are and in everything we do*

**Understanding**

*our direction, vision & expectations*

**Respect**

*for all*

**Positivity**

*and Professionalism always*

**Opportunity**

*to succeed*

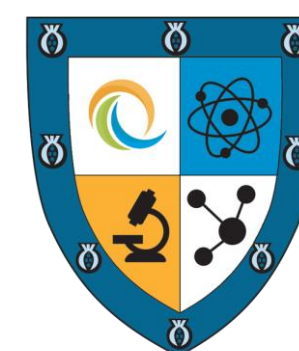
**Support**

*to reach our potential*

**Excellence**

*& Equality*

**S – staff at all levels**  
**P – purpose creators**  
**I – inspirational**  
**R – representative**  
**I – innovative ideas**  
**T – to infinity and beyond**







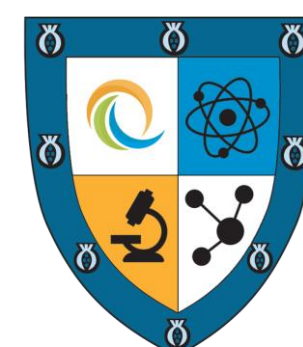
# QUEST CAREER INCENTIVES



## 20 Great Reasons to work for us.....

1. Great pupils and students, you will never forget.
2. Our schools are all about passion, determination, and enthusiasm and we live these words - it's how we show up at work.
3. Our motto, 'Unlocking Potential', reflects how we see challenges as opportunities and have an unshakeable belief in the right of children to a high-quality education.
4. A coaching culture of high rapport, high challenge, and high support to enable you to work at the top of your game.
5. Stunning staff motivated to succeed.
6. A staff voice across the Trust that is actually listened to and shapes our evolution – our Spirit Group.
7. Inspirational Leadership and great teamwork at all levels.
8. Senior Leaders you can trust, who have integrity and moral purpose, are human, and walk the talk.
9. Amazing exam results with a 'whole education' genuinely valued.
10. Be the best through our Spirit of Purpose programme including an outstanding induction year for newly qualified and experienced teachers.
11. Access to the Employee Assistance Programme for you and your family's wellbeing.
12. Participation in the Childcare Voucher Scheme, free of tax and NI.
13. Investment in staff training e.g. subsidised MA qualification options.
14. An internal market for promotion within the growing group of QUEST Academies or as a funded 'Change Champions'.
15. A uniquely collaborative approach across the Trust serving the needs of our communities.
16. Termly staff newsletter celebrating successes and achievements and responding to your questions.
17. Credit Union savings scheme.
18. A newly structured working pattern with a two-week break in October.
19. Welcoming people, positive teams, and working environments – 'A Balance for Excellence'.
20. Do education differently.

- The chance to become part of a family of schools within the Trust and connect over a set of values we all share.
- Support for your professional development and the opportunity to continue to develop your skills in a well-resourced environment.
- A real opportunity to work and support colleagues across the whole of the Trust.
- Excellent relationships and loyalty with pupils, parents, and carers, and the wider community.
- Recognition of the importance of work-life balance. Your emotional well-being is important to us and is set alongside an expectation that the achievement of our pupils is paramount. We strive to balance life and work and create the best possible environment for performance and job satisfaction.



# WHAT OUR STAFF SAY...

“You are encouraged to be the best you can be and the Spirit of Purpose supports this. There are lots of opportunities for collaborative working



“Great support network for staff to collaborate and share expertise. There is always plenty of people to offer advice and support at all levels.

“Staff care deeply about the children and want to do their very best for them.



“At QUEST there is ACceptance of everyone AS An individuAl.

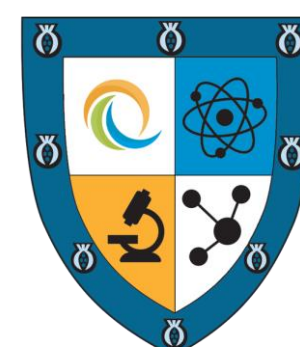


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## Safeguarding at QUEST

The Board of Directors of QUEST is committed to safeguarding and promoting the welfare of all children and young people

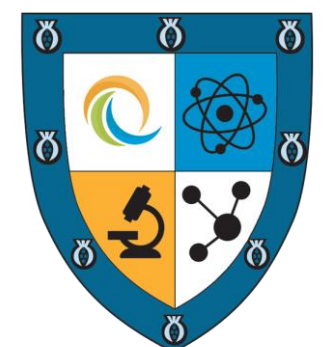
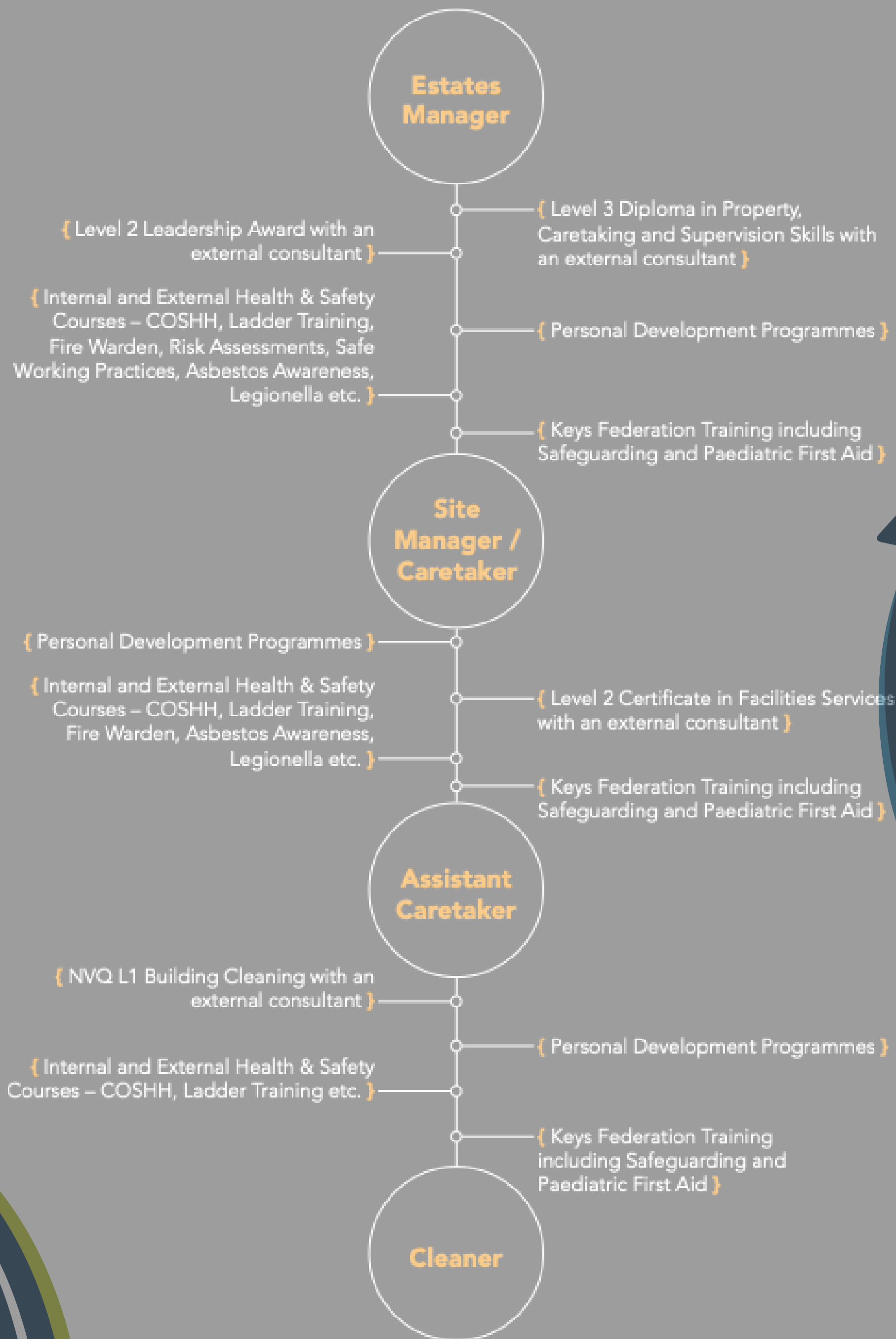
- The policies and procedures adopted by the Board of Directors/Local Governing Committees are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter- agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed 'whistle blowing' practices.
- Children and young people are educated about the benefits, risks, and responsibilities





# YOUR CAREER JOURNEY

## Premises Staff Development



# OUR REGION



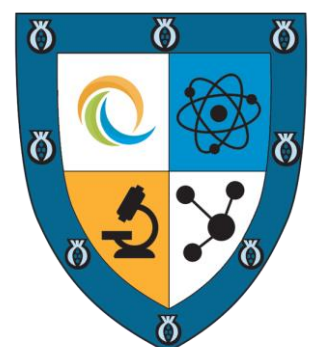
## WIGAN

- Wigan allows easy access to the major towns and cities with Wigan Wallgate and Wigan North Western Rail stations offering local and national links from the town centre.
- With Manchester International and Liverpool John Lennon Airports within a 40-minute commute, the world is at your doorstep.
- Steeped in mining and Industrial history the bustling Lancashire town of Wigan has lots to offer everyone. Wigan continues to flourish with the Grand Arcade Shopping Centre based in the town centre, which is home to a wide range of high street retailers. Robin Park Retail is based just outside the town centre and hosts a number of retailers, restaurants, cafes and entertainment facilities including a cinema.
- Robin Park Leisure Centre and Arena in Wigan has one of the very best athletics facilities in Great Britain. The arena has a stand for spectators which also houses an indoor track, long jump pit, pole vault area, throws area and weights room. The Leisure Club offers a wide range of sporting facilities, including a high-tech gym, tennis courts, sports hall, gymnastic facilities, coaching sessions and classes for both children and adults.



## BOLTON

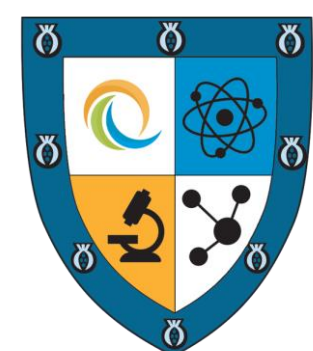
- Bolton has great connections with the M65, M61, M60 and major roads including the A58 and A666, commuting by car couldn't be easier. You can be in Manchester city centre in around 30 minutes. Preston, Blackburn and Wigan are all within a 30-minute drive whilst Bury is only 20 minutes away.
- Bolton town centre offers a fantastic mix of shopping with independent retailers and high street names sitting side by side with Bolton's fantastic indoor and outdoor markets with over 200 stalls. Crompton Place shopping centre and Market Place shopping centres are also nearby. Slightly further afield, Middlebrook retail park offers fantastic leisure facilities including a bowling alley, 12 screen cinema, cafes and restaurants as well as high street name brands.
- For sporting enthusiasts, Middlebrook boasts a sports complex catering to a variety of sports. It is an international high-performance centre for tennis that offers coaching for both children and adults as well as boasting a gym, fitness classes and clubs for gymnastics, badminton, athletics, cycling and running. Middlebrook is also home to our University Sponsor's football stadium, the home of Bolton Wanderers Football Club.





# PARTNERSHIP & COLLABORATION

*Our continued development creates an opportunity for QUEST to work with, and alongside some strong and well-established partners...*





# JOB ADVERT – SITE MANAGER

**Pay Scale: QUEST Grade D**  
**Full Year, Permanent Contract**  
**Start Date: ASAP**

We require an ambitious, dedicated and talented Site Manager to join our award winning Trust based in the North West.

Here we all lead to secure the best **Learning, Innovation and Opportunity**, and we seek those who have determination for success, a thirst for continued learning.

**Here we Unlock Potential.**

**With four Primary schools in Wigan and the UCS in Bolton we are enhancing young lives across the North West. We focus on unlocking potential and giving every student a real chance to succeed.**

**Join us and you'll have the chance to work across our Trust and schools.**

**We're looking for a passionate and enthusiastic Site Manager who will:**

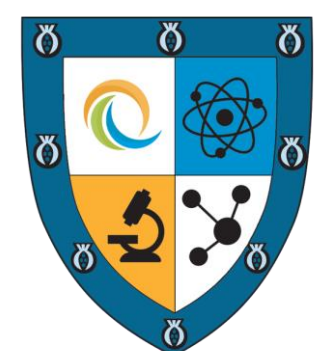
- Manage the maintenance of the school sites to provide exceptional safety and cleanliness and inspirational environments in which our pupils can learn;
- Be responsible for the security of the schools and Head Office premises, during and out of school hours, thereby ensuring safe and secure working environments;
- Create and promote a positive image in accordance with the Trust's aims and ethos;
- Ensure Health & Safety regulations are adhered to at all times;
- Undertake grounds and premises maintenance and cleaning duties as required at the designated sites.

**When you join us as a Site Manager, you can expect exceptional breadth of experience. You can be certain that we'll invest heavily in your professional development through our Spirit of Purpose and give you the chance to build your career across our family of Schools. It's a unique challenge and you will be very much part of a hard-working, dedicated and friendly team.**

**As a member of QUEST you can expect:**

- A supportive environment allowing you to progress and develop
- Excellent CPD opportunities and guidance through our Spirit of Purpose Programme
- The opportunity to work within a team of highly supportive and creative colleagues
- A Trust committed to doing the best for each and every one of its pupils and staff
- A Trust committed to a digital strategy
- To be shaping the next phase of education for the future
- A balance for excellence for all
- **The Trust expects:**
- NVQ Level 2 in relevant discipline (Caretaking, Cleaning,) or willingness to work towards it
- A personal commitment to being the best you can be.

**There are plenty of progression opportunities through our Spirit of Purpose!**  
**Why not join us on our exciting new journey?**





# JOB DESCRIPTION – SITE MANAGER

**QUEST** is a value-led organisation comprising of Christian, and community Primary Schools, and the University Collegiate School (with Secondary and Sixth Form.)  
All staff are expected to support the Trust's ethos and our 'Spirit of Purpose'.

<b>Job Description</b>	Site Manager
<b>Responsible To</b>	COFO /Principals/ Finance Officer / Trust Estates Manager
<b>Job Purpose</b>	<p>To be responsible for the day-to-day maintenance, cleaning and security of the schools' premises and sites, during and out of school hours, thereby ensuring a safe working environment.</p> <p>As an employee within QUEST, staff may be required to work at any school within the Trust or elsewhere to support.</p>
<b>Salary Scale</b>	QUEST Grade D points 7-14 (£20092.00 - £23079.71)
<b>DBS Disclosure Level</b>	Enhanced

## Professional Responsibilities

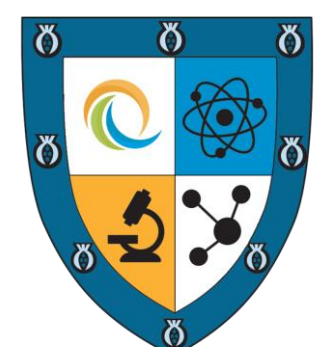
### School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking



# JOB DESCRIPTION – KEY RESPONSIBILITIES

To lead the team of cleaners to ensure an excellent standard of cleanliness across the schools at all times

To undertake and oversee cleaning of classrooms and allocated areas as required.

To maintain the security of the school premises by securing (locking/unlocking) entrances and exits and reporting potential security breaches.

To monitor and operate fire safety equipment and carry out fire drills as requested.

To provide access to the school for community events outside of normal school hours. This may include weekends and on a rota basis.

To operate and respond to alarm systems where appropriate.

To undertake a daily risk assessment of the premises and grounds.

To anticipate future maintenance work and schedule repairs with the Trust Estates Manager.

To be one of the main key holders on occasions and attend to call outs (outside of school hours) liaising with relevant emergency services if necessary

To maintain the asset register using the Parago software system.

To order relevant consumables and equipment as required and to oversee their receipt, distribution, collection and dispatch

To assist with the planning and organisation of systems and procedures to record maintenance, building and security schedules.

To carry out repairs and maintenance (not requiring a contractor)

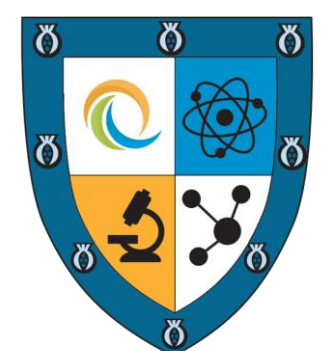
To plan and carry out regular routine health and safety checks, eg fire alarms, water sprinklers, legionnaire testing.

To operate and undertake routine maintenance of the heating plant, cooling and lighting systems reporting faults to the appropriate person.

To undertake routine maintenance on faulty equipment, reporting more serious faults to the appropriate person.

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.

To manage the letting function within the school including cover for out of school hours activities.





To undertake grounds maintenance duties within the site and contribute to the development of a gardening maintenance programme.

To develop and maintain an asset register.

To undertake a visual inspection of portable electrical equipment on a 6 monthly basis.

Along with senior management, undertake an annual grounds/site inspection, fire risk assessment and workplace assessment for reporting to Directors.

To uphold excellent standards of customer service at all times working as part of the customer care team including participation in school events outside of working hours.

To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in school.

With support from the Trust Estates Manager quality assure the work of the Premises staff to ensure an excellent standard of cleanliness and repair and maintenance across the schools at all times

Embrace and actively take part in the 'Spirit of Purpose', fulfilling obligations to maintain and continue professional development in line with the Trust expectations.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.

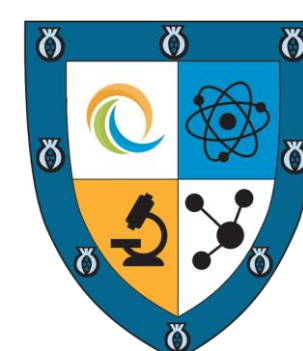
To sign and uphold the Trust's Code of Conduct.

To contribute to the development of relevant policies and procedures.

To be a positive role model at all times.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

To undertake Health and Safety Training, Paediatric First Aid and Safeguarding Training as per the Trust training cycle.



# JOB DESCRIPTION

## Other responsibilities

- Contribute to the wider life of the Trust, its schools, and its community through any out of hours and in partnership work.
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.



## General

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require.

**QUEST** is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

**NAME** .....

**SIGNED** .....

**DATE** .....



# JOB SPECIFICATION – SITE MANAGER

## ESSENTIAL SKILLS/QUALIFICATIONS

NVQ Level 2 in relevant discipline (Caretaking, Cleaning,) or equivalent qualification

Health & Safety Certificate or willingness to work towards it

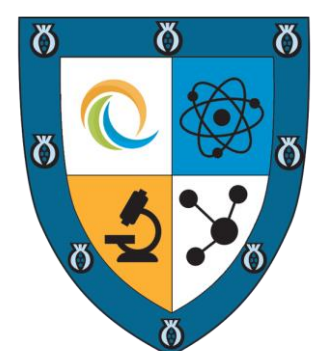
Willingness to undertake further relevant training as required

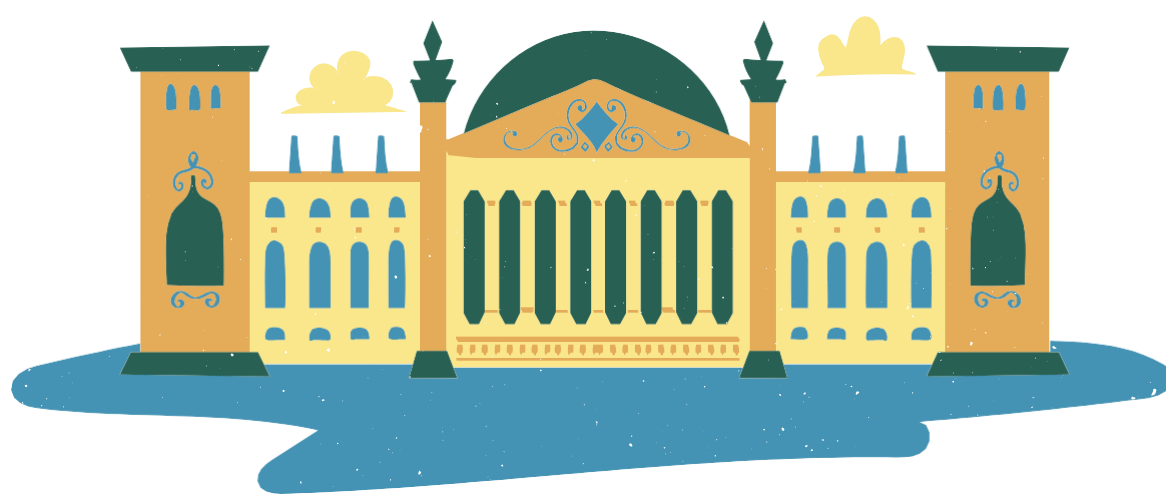
***Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post:***

- Experience of maintaining buildings to a required standard
- Handy person or DIY experience
- Experience of liaising with external contractors
- Previous experience of caretaking/grounds maintenance in a school or similar environment
- Knowledge of COSHH regulations
- Knowledge of health and safety at work regulations for example moving and handling
- Full working knowledge of relevant policies, procedures, codes of practice and legislation

***Applicants should be able to provide evidence that they have the following necessary skills and abilities:***

- Ability to use a range of equipment relevant to the post
- Ability to complete paperwork within agreed timescales
- Ability to organise planned maintenance with outside contractors and/or business people
- Ability to organise self and lead others in team
- Ability to recognise the importance of ensuring a secure and safe environment
- Ability to take direction to complete a range of maintenance tasks
- Ability to respond to routine maintenance problems
- To show commitment to sustain excellent attendance at work
- Commitment to and participation in the wider life of the schools and Trust
- Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust
- Legally entitled to work in the UK





**This post is permanent and subject to  
Enhanced Disclosure Procedures.**

**The Board of Directors of QUEST is committed to safeguarding  
and promoting the welfare of all children.**

**Application packs and further details are available from the  
QUEST website at [www.QUESTTrust.org.uk](http://www.QUESTTrust.org.uk) or by contacting:**

Ms Jill Flanagan  
TRUST HROFFICER  
C/O QUEST

682 ATHERTON ROAD, HINDLEY GREEN, WIGAN, WN2 4SQ



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