MOSAIC

MULTI ACADEMY TRUST

Standing Together, Learning Together

Recruitment Pack

Golborne Community Primary School

Site Manager
Permanent Contract

Closing Date: 31 August 2021 at 12.00 noon
Shortlisting: 3rd September
Interviews: 6th/7th September

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.

SOUTHLANDS HIGH SCHOOL
Endeavour for Excellence

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.

GCP

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.

JOB DESCRIPTION

Post Title:	**Site Manager** (Permanent)
Purpose:	To be responsible for 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:	Headteacher, SLT and Finance Officer
Liaising with:	Office Manager, Finance Officer, Teachers and outside agencies
Working time:	The working hours will be 32.5 hours per week working full year, 7 am until 9.30 am (morning session) and 3 pm until 6 pm (afternoon session). There may be occasional shift/weekend work dependant on the needs of the school as and when required.
Salary /Grade:	Grade 6, SCP 14 - 20 32.5 hours £19,730.14 - £22,218.58
Disclosure Level	Enhanced
Main Duties / Job Outline	**Key duties** 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. Support SLT and Finance Officer 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 cleaning staff duties. 9. Undertake recruitment, appraisal and training of cleaning 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 Finance Officer, manage operational budgets relating to the Site and Grounds. 17. Undertake any training appropriate to role.

	Security 18. 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.* 19. To attend site out of working hours if required, to make recommendations to the Head of School on unavoidable school closures. 20. Provide access to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. 21. Dealing with workers and contractors and managing contractor activity on site. **Health and Safety** 22. 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. 23. 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. 24. Undertake regular testing of the school's fire alarm and intruder alarm systems, maintaining records. 25. Complete Legionella tests and keep accurate records. 26. Ensure termly fire evacuations are carried out and maintain appropriate records. 27. Undertake annual lockdown drill and keep appropriate records. **Supervisory** 28. Manage and coordinate the work of the Site Team to ensure that school procedures are properly implemented and that outputs are accurately recorded. 29. Manage the performance of staff, following school policies and procedures e.g. sickness monitoring. 30. 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 31. Act as a technical reference for the team, providing guidance on the more complex issues and monitoring adherence to relevant standards. 32. 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** 33. Maximise opportunities for income generation; assisting in the preparation of bids for additional funding. 34. 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 it 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	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	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 3. To fully support the leadership and management of the school

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: July 2021

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
To always act with integrity and honesty	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	