



**Elms Bank**  
School & College



# Assistant Site Manager

Candidate Pack



Part of the  
**Oak**   
Learning Partnership

# Assistant Site Manager

## Welcome from the Headteacher

**Dear Candidate,**

**Welcome to Elms Bank! Thank you for your interest in joining our amazing staff team and for taking the time to read about our wonderful school.**

Elms Bank is an extraordinary place. Visitors comment on our welcoming atmosphere, happy and successful pupils and our supportive and warm staff team. Our vision is "Excellence for All", and we truly mean that; we are equally committed to both the outcomes of our learners and the professional development and wellbeing of our staff. We are very proud to have continuously maintained an Outstanding Ofsted judgement and were delighted with our latest inspection report in September 2023, which you can read on our website.

Elms Bank is a school with a real sense of community. Our students all have EHCPs and their needs vary hugely. They join one of our five, highly personalised Pathways when they come to us and receive a bespoke education that meets their needs and helps them to achieve their potential. We are incredibly proud of them and celebrate their achievements and successes widely. We use innovative and aspirational strategies to increase their resilience and confidence, to ensure their lives are enriched both now and into adulthood.

We believe that at the heart of a student's success is exceptional teaching, learning and pastoral care. We pride ourselves on our overwhelming sense of family and community, where every staff member leads with integrity and compassion to achieve 'Excellence for All'. Our students are happy and safe and love coming to school.



# Assistant Site Manager

## Welcome from the Headteacher

We are looking for an exceptional Assistant Site Manager who is enthusiastic about making a difference and helping young people with complex needs overcome their barriers to learning.

You will be enthusiastic and reliable and form an integral part of the site team that is dedicated to ensuring the school is safe, excellently maintained and cleaned, and welcoming to pupils, parents, and visitors. You will be a self-motivated person who is able to work independently and as part of a team. You will be required to carry out basic building maintenance work and be an effective member of the school team who takes pride in their work.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

If you would like to know more, we would be delighted to welcome you to our school. Visits prior to application are both welcomed and encouraged. Please contact the school on **0161 766 1597** or by e-mailing **enquiries@elmsbank.oaklp.co.uk** to arrange an appointment.

**We ask that you do not send CV's, please complete and send your application form and a personal statement to [hr@oaklp.co.uk](mailto:hr@oaklp.co.uk).**

We look forward to receiving your application. Please visit our School website for further information. **[www.elmsbank.co.uk](http://www.elmsbank.co.uk)**.


**Gemma Parkes**

**Headteacher at Elms Bank School and College**



**Elms Bank**  
School & College





**"The school and the trust have ensured that pupils' and staff's well-being lie at the heart of all they do".**

Ofsted Report,  
September 2023.

**Inclusion** is at the  
**heart** of our trust

## Introduction to Our Trust

**Dear Candidate,**

Thank you for your interest in this post at Elms Bank School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:  
[www.oaklp.co.uk](http://www.oaklp.co.uk)

*James F-Smith*

**James Franklin-Smith**  
**CEO of Oak Learning Partnership**

**Oak**   
Learning Partnership

[oaklp.co.uk](http://oaklp.co.uk)





**"Pupils enjoy an abundance of rich and exciting opportunities at the school. The school includes and values every pupil. There is a 'can-do' culture where staff ensure that pupils, no matter what their special educational needs and/or disabilities are, take a full and active part in school life.**

Ofsted Report,  
September 2023

# Assistant Site Manager

**Salary:** Grade 7, SCP 7 – 11, £25,584 - £27,269 per annum

**Hours:** 37 hours per week (various shift patterns depending on school requirements)

## Job Description

**Normal place of work:** Elms Bank School, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** 37 hours per week, all year round. This will be based around various shift patterns depending on school requirements.

**Responsible to:** Site Manager and School Business Manager.

### PURPOSE OF THE POST

- Assist the Site Manager in their duty to ensure that the school sites and buildings meet the statutory requirements.
- Work closely with site staff to ensure that the school is safe, excellently maintained and cleaned, and is welcoming to the pupils, staff, parents and visitors.

### DUTIES AND RESPONSIBILITIES

#### Control of Resources

- Ensure the correct usage, storage and removal of equipment, materials and deliveries.
- Ensure the safe use and maintenance of equipment and materials.
- Be responsible for the health, safety and welfare of self and colleagues in accordance with the trust's health and safety policies and Elms Bank's procedures.
- Carry out premises related health and safety checks on a regular basis including emergency arrangements and potential hazards within the building.
- Be an approved key holder and respond to emergency call outs as necessary.

#### Maintenance and Repairs

- Carry out regular site inspections in order to identify repairs and maintenance requirements.
- Carry out and record checks on internal and external fire doors and draw up action plans based on inspection findings.
- Organise and manage day to day repairs and maintenance by contractors, including obtaining quotations.

- Liaise with contractors, monitoring quality performance and signing off minor work.
- Carry out general maintenance and repairs as required.
- To maintain the premises management system.
- Order materials and maintain adequate stocks. Carry out stock takes as and when required.
- Maintain filing systems and records.

## **Lettings**

- Liaise with the school lettings.
- Monitor the site to ensure that the premises are secure.
- To be a point of contact for lettings.

## **Generic Site and Facilities Tasks**

- Liaise with the site team daily, ensuring smooth handovers and effective communication.
- Lock and unlock the school, ensuring the security of the site.
- Carry out daily visual site checks to ensure safety and statutory compliance and taking evasive action as required.
- Operation of the heating plant, cooling and lighting systems. Replacing light bulbs, cleaning shades and similar items as appropriate.
- To check all security alarms and surveillance equipment, resetting alarms and reporting faults to the alarm company.
- Change locks and arrange for keys to be cut when necessary.
- Porterage duties including ensuring satisfactory receipt, distribution, collection, and despatch of goods to and from school. Organising and participating in the movement of furniture, e.g., setting up for assemblies and events.
- Undertake activities to maintain a safe and clean environment, e.g., gritting, clearing paths of snow or leaves and keeping drains clear.
- Monitoring standards and reporting issues to the Site Manager/School Business Manager.
- To assist with cleaning as and when required.
- Removing rubbish and waste to ensure areas are kept clean and tidy and preparing waste for collection in accordance with the recycling scheme.
- Covering for other members of the site team (at the appropriate grade) as and when required.

## **Other Duties**

- To be a qualified first aider and to provide first aid to staff, pupils and visitors as required.



- To drive the school mini bus when required.
- To oversee the carpark at busy times.
- Use ICT packages e.g. premises management system, Microsoft Office, email and internet.
- To be aware of the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
- Appreciate and support the role of other professionals.
- To work flexibly to meet the changing needs of the trust.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person as soon as they arise.
- Attend events or meetings out of normal working hours as required.
- Undertake other tasks as reasonably requested by the Site Manager and School Business Manager.
- Follow school ethos and values of respect, responsibility and aspiration.
- To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures.

# Assistant Site Manager Person Specification

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|--|---|---|
| <b>CRITERIA</b>  | <b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:                 |   |
| <b>ESSENTIAL</b>   |   | <b>DESIRABLE</b>  |
| <ul style="list-style-type: none"> <li>• GCSE Maths and English at Grades C or above (or equivalent).</li> <li>• Proven experience of building maintenance.</li> <li>• Proven experience of building security duties, including alarm setting.</li> <li>• Proven experience of supervising the work of others for example cleaners and contractors.</li> <li>• Experience of working within a team.</li> <li>• Understanding of health and safety legislation and good practice in relation to cleaning and facilities management.</li> </ul>          |   | <ul style="list-style-type: none"> <li>• Recognised qualification in building maintenance, construction or engineering (City and Guilds or equivalent). Experience of working in a similar role in a school / academy.</li> </ul> |
| <b>CRITERIA</b>  | <b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:   |   |
| <b>ESSENTIAL</b>   |   |   |
| <ul style="list-style-type: none"> <li>• Ability to carry out manual handling and other physical tasks.</li> <li>• Ability to plan and prioritise a range of regular and irregular tasks and use own initiative to analyse situations and devise solutions.</li> <li>• Flexibility to adapt to changing workload demands and new challenges in the school.</li> <li>• Ability to work outside standard hours to accommodate the needs of the school.</li> <li>• Commitment to the protection and safeguarding of children and young people.</li> </ul> |   |   |
| <b>CRITERIA</b>  | <b>Personal style and behaviour:</b> In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour: |   |
| <b>ESSENTIAL</b>   |   |   |
| <ul style="list-style-type: none"> <li>• Be pleasant and approachable with a friendly manner.</li> <li>• Have the ability to communicate with a wide variety of people.</li> <li>• Be self-motivated, with the ability to work on their own initiative.</li> <li>• Be a team player.</li> </ul>  |   |   |

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Resilience



**“The school makes sure it considers the workload and well-being of staff when it makes decisions or introduces change. Staff feel valued and well supported to carry out their roles effectively.**

Ofsted Report, September  
2023



**Elms Bank**  
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