



Hazel Wood
High School



Assistant Site Manager

Candidate Pack



Part of the

Oak



Learning Partnership

Assistant Site Manager

Welcome from the Headteacher

Dear Candidate,

I am the Headteacher of Hazel Wood High School and, during my time here, I have overseen a necessary period of considerable change since becoming a part of a Multi-Academy Trust in April 2019.

I am immensely proud of our most recent Ofsted inspection, which graded Hazel Wood High School as "Good" in all areas. This outstanding achievement is a testament to the dedication, hard work, and commitment of our exceptional staff, students, and parents/carers who collectively contribute to our school's success. The Ofsted report commends our school for its calm and purposeful learning environment, carefully thought-out programme that promotes personal development, good student progress, and positive school ethos. Our talented and passionate teaching staff consistently go above and beyond to provide stimulating and engaging lessons, having high expectations and fostering a love for learning within our students. The report highlights the outstanding support and guidance our staff provide to every student, ensuring they receive the tailored attention they deserve.

The cumulative impact of all our school improvement work has resulted in us being the most improved school in our area. Attainment and progress indicators at Key Stage 4 have dramatically improved and our Progress 8 score is now above average; student numbers are healthy across all year groups, attendance levels have dramatically improved, and exclusions are falling. Our school has a good reputation for being caring and inclusive and is highly regarded by its local community. We have high expectations of our staff and a great emphasis on pupil care, which includes a particular focus on outstanding quality teaching and learning, with the aim of achieving excellent outcomes for all students. At Hazel Wood, we place emphasis on effective behaviour management and high-quality teaching, and we support staff to actively apply these within the classroom every day. This, in turn, facilitates the students' ability to understand and meet our expectations.



Assistant Site Manager

Welcome from the Headteacher

We believe that all our students deserve the very best education that we can provide, and our teaching staff aspire to raise the standards and quality of teaching and learning. This is encouraged through inspiring, and supporting, colleagues with bespoke CPD; and by ensuring that best practice is shared and embedded. Having the right team in place is essential to this. Therefore, we are seeking to appoint an exceptional Assistant Site Manager to help us continue this work.

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 required to carry out basic building maintenance work and be an effective member of the school team who takes pride in their work.

As a part of the Oak Learning Partnership, we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Hazel Wood High. This appointment will form a key element in the next phase on our journey to outstanding. If you would like to join our excellent team, then we would like to hear more about you.

Visits to the school, prior to application, are both welcomed and encouraged. Please contact the school on **0161 797 6543** or by e-mailing **enquiries@hazelwood.oaklp.co.uk** to arrange an appointment.

I encourage you to visit our website to discover more about our values, ethos, and the amazing work we do at Hazel Wood. **www.hazelwoodhigh.co.uk**

I hope that when you have read the information enclosed, you will be encouraged to apply for this important post. We look forward to receiving your application.

Paul Greenhalgh
Headteacher at Hazel Wood High School





"Pupils are happy to attend this school. They wear their uniform with pride. Leaders have high expectations of pupils' behaviour. In the main, this ensures a calm and purposeful learning environment for pupils. Pupils benefit from being part of a diverse and respectful school community".

**Ofsted Report,
March 2023.**

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Hazel Wood High 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.

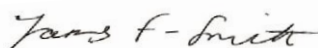
Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure 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



James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk





“Leaders have identified the important knowledge that they want pupils to know and remember. They have ordered learning carefully to allow pupils to build their knowledge logically over time. Teachers are experts in their subjects, and they use their subject knowledge well to devise appropriate learning activities for pupils. Teachers’ consistent application of leaders’ behaviour policy means that learning is rarely disrupted by poor behaviour”.

Ofsted Report,
March 2023.

Assistant Site Manager

Salary: Grade 7, SCP 7 – 11, plus matrix payment, actual salary £24,890 - £26,575 per annum

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

Closing Date: 9.00am, Monday 11th November 2024

Job Description

Normal place of work: Hazel Wood High 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 Hazel Wood High School 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 school's health and safety policies and 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.

Maintenance and Repairs

- Carry out regular site inspections in order to identify repairs and maintenance requirements.
- Carry out and record checks on fire doors both internal and external.
- 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.
- Keep the premises repairs database up to date.
- Order materials and maintain adequate stocks.
- Maintain stock records and carry out stock takes.
- Maintain filing systems and records (such as job sheets).

Lettings

- Monitoring lessees and other external users of the site to ensure safe and appropriate use.
- Monitoring the site to ensure that the premises are secure.
- Liaising with the school lettings and School Office regarding bookings.
- Completing and maintaining lettings records/registers.

Generic Site and Facilities Tasks

- Liaising with the site team daily, ensuring smooth handovers and effective communication.
- Locking and unlocking the school and ensuring the security of the site.
- Carry out daily visual site checks to ensure safety and statutory compliance and taking evasive action as required.
- Operating the School's heating system.
- Maintaining the lighting facilities in the premises and site, replacing light bulbs, cleaning shades and similar items as appropriate.
- Checking and operating security, alarm, and surveillance systems. Resetting alarms, reporting faults and operating security procedures.
- Responding, as an approved keyholder, to emergencies outside school hours.
- Changing locks and arranging for keys to be cut.
- General portage duties such as receiving deliveries and removing items from the premises.
- Moving items within the premises as appropriate, including furniture set ups.
- Carrying out snow clearance and gritting when required.
- 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

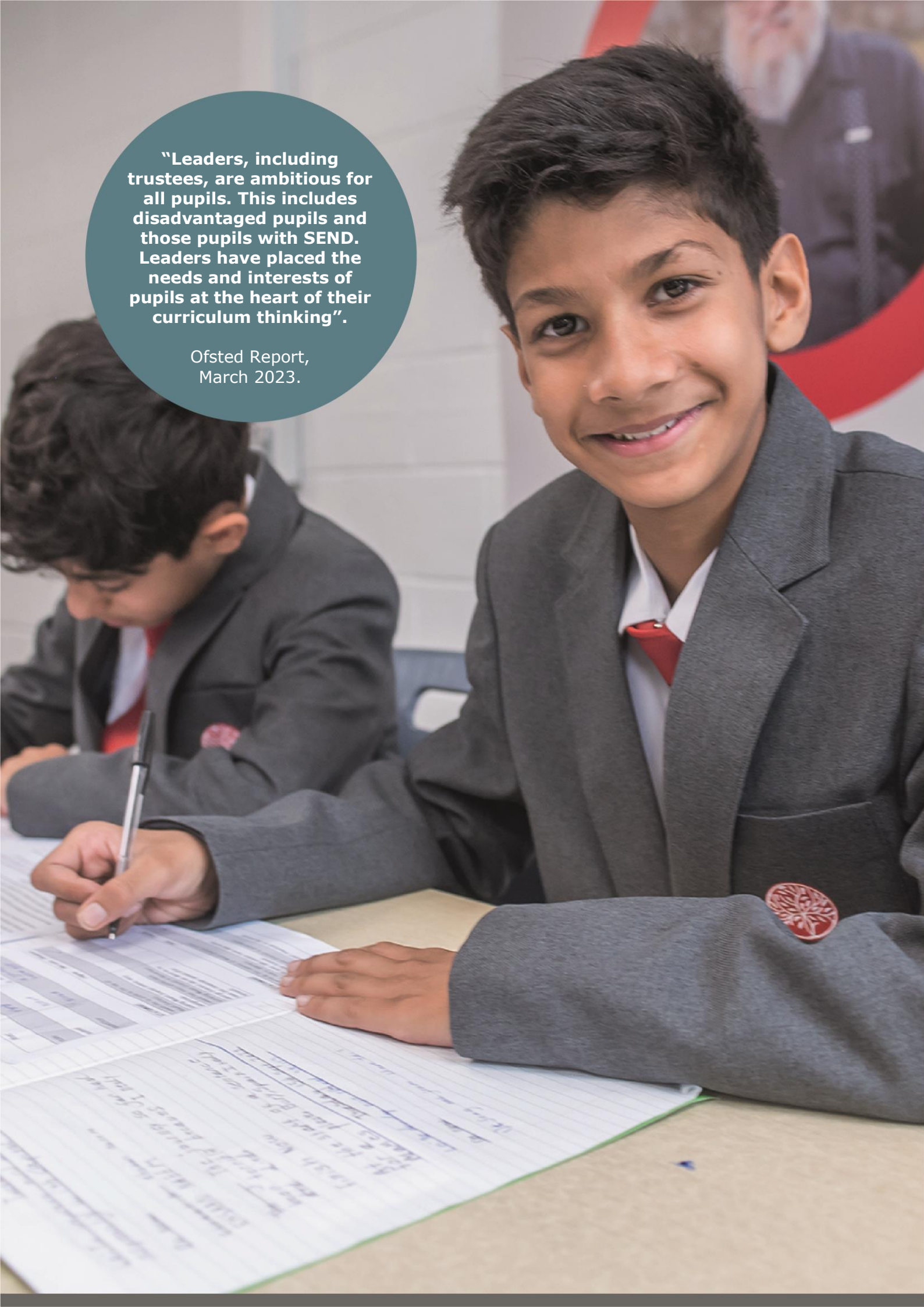
- To be a qualified first aider and to provide first aid to staff, pupils and visitors as required.
- Use ICT packages e.g. premises database, Microsoft Office, email and internet.
- To be aware of the main health and safety issues specific to the school and how they relate to students, staff, visitors 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 the 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.
- To drive the school mini bus when required.
- To oversee the carpark at busy times.

Assistant Site Manager Person Specification

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

“Leaders, including trustees, are ambitious for all pupils. This includes disadvantaged pupils and those pupils with SEND. Leaders have placed the needs and interests of pupils at the heart of their curriculum thinking”.

Ofsted Report,
March 2023.





Hazel Wood
High School

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enquiries@hazelwood.oaklp.co.uk

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