



Drapers' Multi-Academy
Trust



Drapers' Multi-Academy
Trust

Multi-School Site Manager

Application Pack

Drapers' Multi-Academy Trust, Settle Road, Harold Hill RM3 9XR • 01708 371331

www.drapers-schools.com



Welcome

Dear Candidate,

I am delighted to extend a warm welcome to you as you explore the exciting opportunity to join our dynamic team at Drapers' Multi-Academy Trust. We are a small but growing and ambitious multi-academy trust with a clear vision: educational excellence, community engagement, and holistic development across our schools, ensuring that every child has the opportunity to succeed and flourish.

As the CEO of this vibrant organisation, I take immense pride in the positive impact we make within our communities and the dedication of every individual who contributes to our mission. Our journey is driven by a shared commitment to inclusivity, ambition, respect and collaboration. We believe that each member of our team plays a crucial role in shaping the future of our schools and the lives of our pupils.

We are currently seeking a Multi-School Site Manager to join us in ensuring that our facilities are not only maintained to the highest standards, but also serve as welcoming, safe, and inspiring spaces for learning and growth. This role is central to our operational success and directly influences the quality of the educational experience we provide.

In this recruitment pack, you will find detailed information about our Trust, the role, and the qualities we are seeking in our ideal candidate. We are looking for someone who is not only technically proficient, but also shares our passion for creating an environment where everyone - pupils, staff, and the broader community- can flourish.

Joining our team means becoming part of a supportive and forward-thinking organisation where your contributions are valued and your development is nurtured. We offer a collaborative work environment where innovation and excellence are encouraged, and where your expertise can truly make a difference.

Thank you for considering this opportunity. We look forward to the possibility of you becoming a key part of our journey and contributing to the continued success of our schools.

Kind regards,



Darren Luckhurst
CEO





Drapers' Multi-Academy
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Vision, Mission & Values

Vision

Drapers' Multi-Academy Trust strives for educational excellence, community engagement, and holistic development across its schools, ensuring that every child has the opportunity to succeed and flourish.

Mission

Empowering excellence, embracing diversity

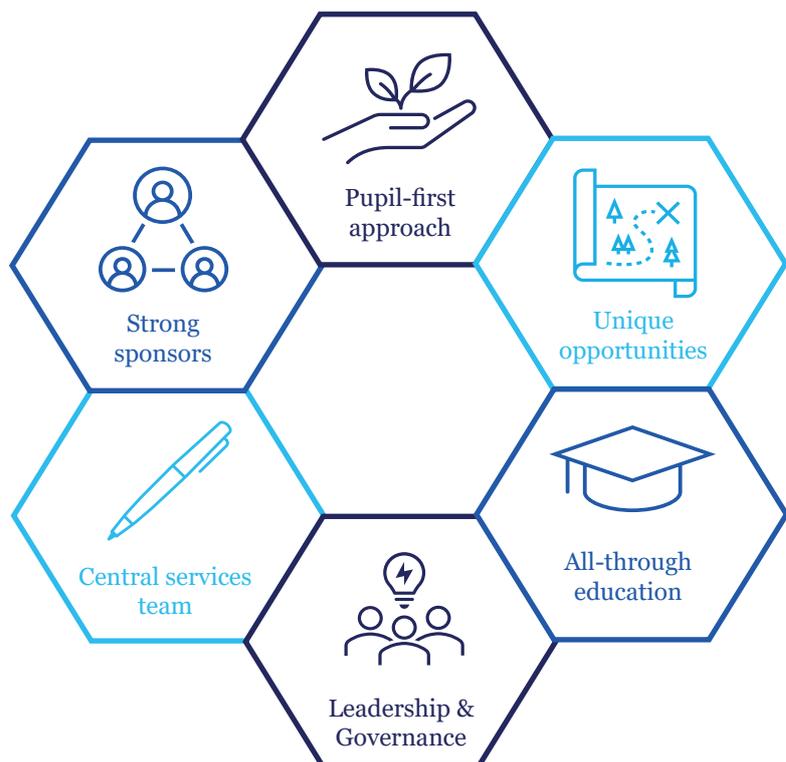
Our mission at Drapers' Multi-Academy Trust is to provide a transformative educational experience that empowers pupils to reach their full potential. Through collaboration, innovation, and a commitment to inclusivity, we strive to create a nurturing environment where every individual is valued and supported.

By leveraging the rich heritage of the Drapers' Company and the academic expertise of Queen Mary University London, our schools cultivate dynamic learning environments that inspire every pupil to achieve their goals. Our overall ambition is to nurture resilient, compassionate, and globally-minded citizens who will thrive in an ever-changing world.

Values

We are an inclusive and ambitious Trust, benefitting from the support of our Sponsors. Through a culture of respect and collaboration, we aim to enhance the educational outcomes and life chances of our pupils and increase the number of learners benefitting from the Trust's resources and expertise.

What makes us a strong Trust?



About Us & Our Sponsors

We are a growing multi-academy trust with a strong commitment to creating safe, welcoming, and inspiring learning environments across our schools. Our trust is made up of a small number of community-focused and geographically close schools, where collaboration and high standards of education are at the heart of what we do. We are seeking a proactive, experienced Site Manager to oversee the day-to-day management and maintenance of our school sites.

As a Trust we strive for our schools to be among the most successful all-ability schools in their area. We will achieve this through traditional values and laying the foundations for outstanding education to be taught.

Our sponsors are highly experienced and passionate about education.



www.thedrapers.co.uk

The Drapers' Company have been involved in education for over 500 years. They support a range of extra-curricular activities and link the Academy to a wider community across London. A mentoring programme allows pupils to have greater access to employment opportunities and provides informal coaching and support.



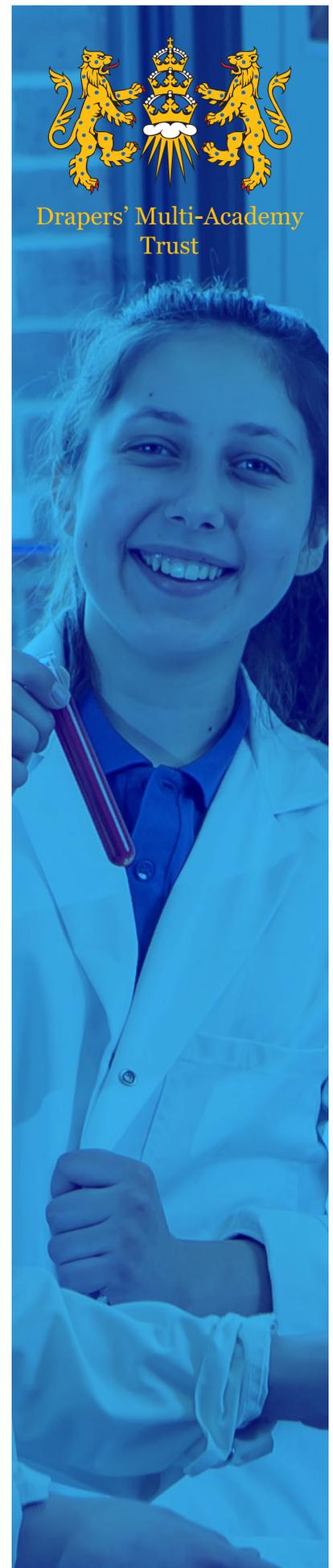
www.qmul.co.uk

Queen Mary, University of London, is one of the country's leading higher education institutions and is a member of the Russell Group of top universities. The university provides support and expertise to both staff and pupils, particularly in the Academy's specialist areas of science and maths. Student ambassadors from the university regularly visit the Academy providing support to pupils and an insight into higher education. There are regular visits to their main campus based on the Mile End Road for pupils to experience life at university. As a co-sponsor, Queen Mary, University of London guarantees a place to all Academy Sixth Form students who achieve the required entry grades.



“Trustees and governors know the school well.”

DRAPERS' ACADEMY OFSTED INSPECTION, MARCH 2020





Job Description

Job Title:

Multi-School Site Manager

Location:

Across multiple schools within Drapers' Multi-Academy Trust (The Trust)

Reports To:

Drapers' Academy (lead school) Senior Leadership Team via the Vice Principal
Chief Finance and Operations Officer

Staff Managed:

All site operatives across the Trust's five schools

Grade:

Grade 9, points 26 to 28 - £38,733 to £40,554 (full-time salary)

Working Hours:

Permanent, Full time, 36 hours per week (including some early mornings, evenings, and occasional weekends)

Job Purpose

The Site Manager is responsible for the efficient and effective management of the Trust's school buildings, grounds, and associated facilities across multiple sites. The role includes overseeing all aspects of site maintenance, health and safety, cleaning, security, compliance and documentation, and ensuring that each school environment remains safe, secure, and conducive to learning.

The role is 'hands on', often involving working at a detailed level due to the size and nature of the Trust, leading by example to coach and develop the site team and ensure high expectations and standards are maintained.

The role is essential to the smooth operation of the Trust's schools.

Key Responsibilities

Leadership and Coordination

- Manage a team of site operatives, ensuring high standards of service across all schools.
- Organise work schedules, delegate tasks, monitor completion, and oversee training and development of site staff.
- Ensure a balanced approach across the Trust, ensuring the needs of all schools are met.
- Liaise with school leadership teams, school staff, the Trust's central team and other stakeholders to ensure that facilities are fit for educational purposes and that there high standards of health and safety.

Site Management and Maintenance

- Ensure that all buildings, grounds, vehicles and facilities are safe and maintained to a high standard.
- Proactively carry out regular inspections to identify and address maintenance issues.
- Develop and implement planned maintenance schedules (e.g. repairs,

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- servicing of equipment and cleaning).
 - Manage the relationship with, and oversee the work of, relevant contractors and suppliers, to ensure value for money and high quality and timely work.
 - Ensure compliance with all relevant regulatory, statutory and legal requirements.

Health and Safety

- Act as the Competent Person and designated lead, responsible for ensuring that the Trust meets its health and safety legal duties, and that all staff are trained appropriately.
- Oversee and ensure compliance with all Health and Safety laws and regulations.
- Oversee routine Health and Safety checks, including fire drills, emergency lighting tests, and water safety (legionella).
- Maintain up-to-date records of risk assessments and health and safety inspections.
- Develop and implement procedures to ensure all school buildings are safe for staff, students, and visitors.

Security and Access

- Oversee site security and ensure that all buildings are locked and alarmed when not in use.
- Oversee the use and maintenance of security systems, including CCTV, alarms, and access controls.
- Develop and implement procedures to ensure timely and effective response to emergency call-outs, and the provision of appropriate out-of-hours site security.
- Manage the issuing and tracking of keys and access cards to authorised personnel.

Compliance and Documentation

- Ensure that all site-related documentation, such as maintenance logs, safety certificates, and risk assessments, are kept up to date and compliant with legal requirements.
- Prepare and provide reports to the school and Trust leadership on site management performance and compliance.
- Support the Trust in managing budgets for site maintenance and capital projects.
- Support the Trust in managing relevant insurances and any claims.

Sustainability, resource Management and income generation

- Implement and monitor energy-saving initiatives and ensure efficient use of utilities (water, gas, electricity, etc).
- Ensure regular and accurate supply of readings to utility companies so that the Trust is billed accurately and timely.
- Support the Trust's environmental sustainability goals by managing recycling programs and reducing waste.
- Develop and manage the Trust's programme of external lettings, driving efficiency and profit maximisation

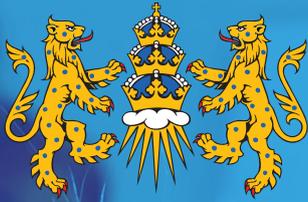
Project Management

- Support and contribute to the development of capital funding bids.
- Oversee small-scale building projects, refurbishments, and other improvements, ensuring projects are delivered on time and within budget.
- Liaise with architects, contractors, and surveyors as required for site development work.

Additional Duties

- Comply with the Trust Code of Conduct and all policies and procedures of the Trust and the schools, and to report any concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation.



Drapers' Multi-Academy
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Person Specification

Qualifications

Essential Desirable

- Experience managing a team of site operatives. ✓
- Experience managing multi-site operations and facilities. ✓
- Proven track record of site management, including buildings maintenance, security, and Health & Safety compliance. ✓
- Experience procuring and managing contractors. ✓
- Relevant qualification in site management, facilities management, or a related field (e.g. IOSH, NEBOSH certification). ✓
- Experience overseeing small building projects. ✓
- Knowledge of environmental sustainability practices and energy management. ✓
- Previous experience working within a Multi-Academy Trust or education setting. ✓
- First Aid qualification. ✓

Skills, Knowledge and Abilities

- Strong organisational and time-management skills, with the ability to manage multiple priorities across different sites. ✓
- Working knowledge of building regulations, health & safety legislation, and good practice maintenance procedures. ✓
- Excellent communication skills, able to liaise with stakeholders at all levels. Personable and approachable. ✓
- Good problem-solving skills and the ability to work proactively. ✓
- Ability to use IT systems for reporting, planning, and managing site operations. ✓
- Experience using site/facilities management software. ✓

Personal

- Self-motivated and able to work independently, as well as part of a wider team. ✓
- Practical, hands-on approach to site management. ✓
- High attention to detail with a commitment to maintaining a safe and high-quality environment. ✓
- The ability to work to tight deadlines and under pressure. ✓
- High expectations of self and others. ✓
- Willingness to work flexibly, including early mornings, evenings, and occasional weekends, as needed. ✓
- Ability to ensure confidentiality. ✓
- Hold a current full UK driving Licence. ✓





Application Process

As the Site Manager, you will be responsible for ensuring that all school sites are well-maintained, secure, and provide a safe learning environment for our students and staff. You will work closely with School Leadership Teams and the Trust central team to manage site safety, maintenance, repairs, and compliance. Your role will cover multiple school sites within the trust, so the ability to manage multiple priorities and locations effectively is key.

This is a rare and fantastic opportunity for a highly skilled and motivated individual to develop and grow a multi-school site team, and play a key and influential role in the next chapter of the Trust's story.

Post Start Date:	As soon as possible Subject to notice period
Closing Date For Applications:	10am Monday 30 th September 2024
Candidates Notified By:	Wednesday 2nd October 2024
Interview Date:	Weeks commencing 7th and/or 14th October, depending on the number of candidates shortlisted for interview
Salary:	Grade 9, points 26 to 28 £38,733 to £40,554 (full-time salary) <i>A higher salary may be available to an exceptional candidate who clearly meets all aspects of the person specification. Pay award pending.</i>

We would welcome candidates to visit the Trust. Please contact Steve Glazebrook, Head of HR, if you wish to arrange such a visit.
sglazebrook@drapers-schools.com

Sector:	Education, Not for Profit / Charity, Public Sector
Contract Type:	Full-time
Location:	Harold Hill RM3 9XR (Drapers' Multi-Academy Trust)

For further information please visit our website: www.drapers-schools.com and www.drapers-schools.com/41/why-work-for-drapers-multi-academy-trust

If you would like to apply for this post please complete our JobsGoPublic application online, which can be accessed via our website:

www.drapers-schools.com/44/current-vacancies

 You will need to include a supporting statement as part of the online application

 Your supporting statement should be approximately two sides of A4

If you have any questions please contact Steve Glazebrook (Head of HR) by email sglazebrook@drapers-schools.com or telephone 01708 371331 ext 502. References will only be contacted following the interview stage and with the candidate's agreement



Applicants are requested to read the information carefully, especially the job description and person specification (found on the following pages). Please ensure your application satisfies the criteria in the person specification and you display evidence of this in your formal letter of application.

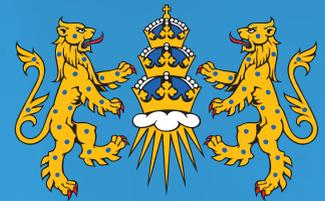
**You must complete the reference section with TWO referees.
Please note that:**

 The first referee should normally be your present or most recent Manager or equivalent person.

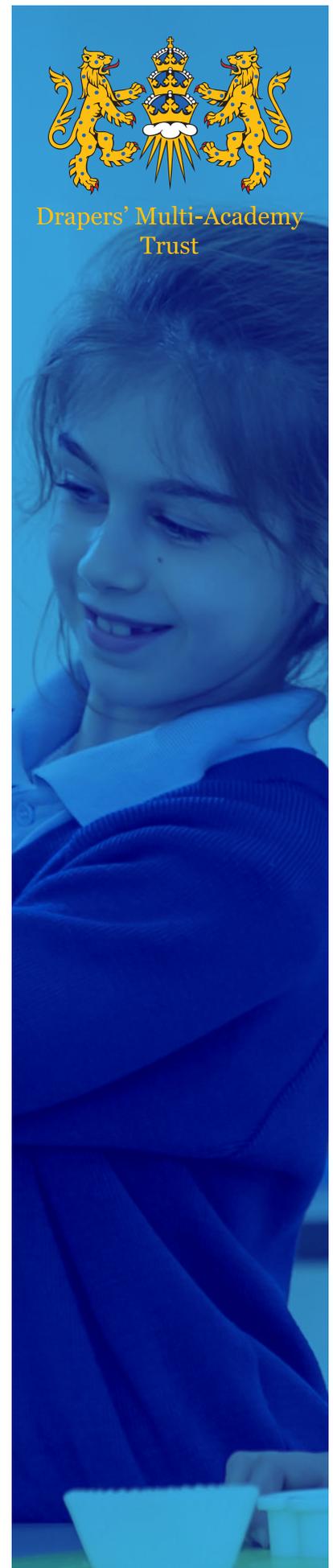
Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.



Drapers' Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance, an online check, and satisfactory employment references



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Chair of Drapers' Trust

Mr Tim Page

