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# **Senior Site Manager**

**Candidate Information Pack**

**St James Church of England Primary School & St Paul’s Church of England Primary School**

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About Liverpool Diocesan Schools Trust

We believe

Jesus said, ‘Let the children come to me.’ (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

* Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
* Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
* A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
* Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

* We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
* We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
* We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
* Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning.**
* Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
* We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
* We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
* Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence.**

Our Core Values

**We value Difference**

We are respectful of the:

* **Uniqueness** of each individual school
* **Differences** within each school and community

**We value Local**

* Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

**We value Collaboration**

* We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

**We value Inclusion**

* We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
* We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals of all faiths and none and from under-represented communities.**

About St James Church of England Primary School

At St. James’ C of E Primary, we serve the community of Wigan by providing a happy, secure and caring Christian environment where all are valued and respected. We believe in the uniqueness of the individual and recognise the diversity and range of contributions that each can make.

We aim to provide for the spiritual, emotional, physical, mental and social development of the whole child; this includes a growth in knowledge and understanding of self, and the world in which we live. We seek to foster self-esteem and a sense of responsibility to others and the world around. In all that we do we endeavour to provide a high quality of education within a creative, stimulating, encouraging and mutually supportive environment where children are enabled to develop the skills they require for living.

St. James’ C of E Primary is a popular and successful school at the heart of the community. St. James’ CE proudly serves a diverse community with pupils of 15 different nationalities and a range of different religions. The school was graded good in our most recent OFSTED inspection during 2022. As a Church of England school our distinctly Christian values underpin all that we do, and we have close links with our local church. We joined LDST in 2018 to deepen these links and to continue to improve the education we provide to our children. St James’ has Jesus at its heart. We have developed our ASPIRE curriculum to reflect both our very distinct ethos, passion for inclusivity, and our local context.

Our staff are committed to raising standards for all pupils. They pride themselves in working effectively together and in partnership with parents, to provide a caring and supportive learning environment. Our vision statement ‘Walking hand in hand with Jesus, fulfilling the potential God has given us’ inspires all that we do at St. James’. We want children to enjoy their education, develop an enthusiasm for learning and achieve their full potential. As such, we have recently developed our nurture provision, which ensures we are able to effectively meet the needs of pupils with SEND. We are proud of our school and encourage you to visit our website to support you with the application and get a further feel for our school community.

‘For with God nothing shall be impossible’ – Luke 1:37

About St Paul’s Church of England Primary School

St Paul’s C E Primary school is a small school which has God at the centre. We have excellent links with St Paul’s Church and the school and Church regularly worship together. St Paul's C of E. School believes in the uniqueness of every child created in the image of God. For this reason we aim to enable each child to grow and develop in mind, body and spirit, through challenging and creative teaching within the context of healthy and meaningful relationships, set in a caring and supportive environment.

All this built upon the centrality of a Christian worship and Christian values. Our Last OFSTED report was in October 2023 and found that St Paul’s is a good school where children ‘treat others the way they want to be treated. Our most recent SIAMS report was in April 2024 and found that St Paul’s has a forward-looking approach. It is open to new ideas and ways of working in order to live out its Christian vision.

All our staff work together as a team to allow your child to develop through their faith and learning journey. We expect each of the children in our school to develop to their full potential both academically and socially, so that they become responsible, Christian, caring adults in their later lives.

Our children have made many valuable suggestions to improve our school, for example, they were instrumental in creating and developing the ‘Outdoor Prayer Space’ in the school grounds and even designed the stained-glass windows themselves. This has been built alongside the children’s garden and wild area and demonstrates how God’s gifts to us are many and plentiful.

We are very proud of ‘Wellspring’ our joint initiative with St Paul’s church to bring the worshipping community together mid-week to support each other and encourage spiritual links. At Wellspring, we also share a meal; this enables everyone to experience physical and spiritual togetherness. We are very proud to be the first school in the Liverpool Diocese to have been awarded the Church School partnership 3 award.

In October 2018, we joined the Liverpool Diocese Schools Trust (LDST). Being part of this group of schools has helped to develop St Paul’s C E Primary School further in terms of curriculum, attainment, staff training and shared resources. It is a privilege to have become part of a Trust which has Jesus at the heart of it and to have the opportunity to work closely with like-minded professionals.

‘Learning and Living through Jesus Christ’

Job Description

Title: **Senior Site Manager**

Salary: **£25,119 – £27,334**

Hours: **36 hours per week**

Accountable to: **Trust Business Manager, Executive Headteacher, Head of School**

Location: **St James’ and St Paul’s Church of England Primary Schools, Wigan**

**Purpose and Objectives of Post:**

To work strategically and operationally in order to assist the Business & Finance Manager and Senior Leadership Teams in managing the St James’ and St Paul’s sites and facilities, ensuring that all statutory requirements are met in relation to site management, cleanliness, security, maintenance and health and safety.

To work with the Trust Business Manager to ensure the most effective use of resources in support of the schools’ objectives.

To line manage the site supervisors and cleaners.

**DUTIES/RESPONSIBILITIES**

**Facility & Site Management:**

* Monitor the cleanliness of the designated school premises, liaising with the Site Supervisors on a daily basis.
* Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated multi-school (site) premises.
* Assist with the tendering/procurement process, preparing documentation, liaising with contractors and outside agencies.
* Responsible for the operation of a preventative planned maintenance programme and for routine inspections of designated buildings, fixtures, fittings, furniture premise and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
* Ensure the continuing availability of utilities, site services and equipment, and manage the servicing, maintenance and repairs.
* Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating, fixing etc.
* Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
* Monitor, assess and review contractual obligations for outsourced school services e.g. Grounds Maintenance.
* Ensure records are kept up to date with information regarding repairs and services.
* Assist with viewing incidents on CCTV, listing details in a log.
* Undertake all site checks as required.
* Record information with regards to callouts, and act as key holder for both schools
* Assist the Trust Business Manager and headteachers to manage emergencies and respond appropriately to urgent issues as they arise.

**Health & Safety:**

* Ensure the School’s Health & Safety requirements are met, and the school’s policies is up to date and implemented at all times.
* Monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
* Liaise with our external Health and Safety provider (Compliance Education) and ensure all their recommendations are implemented.
* Ensure that relevant risk assessments are subject to review at regular intervals or as situations change and are communicated to those affected.
* Regularly test fire alarms and coordinate the evacuation procedure for the premises and carry out evacuation drills as required.
* Undertake the role of Fire Marshall.
* Ensure the safe storage of materials covered by the COSHH regulations.
* Manage the control of fire safety, legionella and asbestos, together with other statutory inspections and complete the appropriate logs.
* Undertake first aid training and provide first aid to site team, other staff, visitors and potentially children in emergency situations.

**Security:**

* Ensure the maximum level of security is consistent with the ethos of the school.
* Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.
* Respond to and accurately record all call outs, liaising with the police and other agencies as appropriate.
* Liaise with Trust Business Manager to plan and coordinate lock down drills.
* Make premises secure after security incidents.
* Transport cash to the Bank as and when required.

**Energy Management:**

* Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate stakeholders.
* Ensure lights and other equipment are switched off as appropriate.

**Porterage:**

* Demonstrate and assist in the safe and effective use of specialist equipment and materials.
* Undertake porterage of stock, furniture and equipment as required.

**Financial Management, Control of Resources and Administration:**

* Responsible for ensuring the procurement, safe-keeping and asset control, for resources relating to the school sites and facilities under the supervision of the Trust Business Manager.
* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
* With regards to new or renewing service contracts, responsible with the Trust Business Manager for ensuring timely and fully costed proposals, recommendations or bids are presented.
* Responsible, in conjunction with the Trust Business Manager, for the administration and control of appropriate areas of budget.
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* Complete all necessary administration submitting information as required to Senior Management Team to aid decision-making.

**Staff Management:**

* Lead and manage the Premises Staff (Site supervisors and cleaners) in line with Trust policies and procedures.
* Produce work plans for the site team and manage their time as required.
* Ensure the site team have a clear understanding of relevant policies and procedures, and the importance of putting them into practice, such as safeguarding policies.
* Undertake the performance management process for the site team.
* Take responsibility for the development of the Site Team.
* Assist in the induction of colleagues as required.

**General:**

* Contribute to the Trust and schools’ ethos, aims and improvement plan.
* Understand and apply school and Trust polices as required.
* Work as part of a wider team appreciating and supporting the role of other people in the team.
* Attend relevant training and take responsibility for own development.
* Attend school meetings as required.
* Respect confidentiality at all times.
* Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager (Trust Business Manager).
* Ensure that all duties and services provided are in accordance with the Trust Equality and Diversity Policy.
* Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious, and ethnic background.
* Under the instruction of the Trust Business Manager, prepare and submit reports with regards to Facility & Site Management, Health & Safety, Financial Management and HR, in order to monitor and feedback to the headteachers and governors.
* Carry out any other tasks requested by the Headteacher and Trust Business Manager that are commensurate with the post.

**Safeguarding:**

* Abide by all Trust safeguarding policies at all times and complete all relevant training on an annual basis.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children, and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

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| **Person Specification** | **Essential (E)**  **or**  **Desirable (D)** |
| **Skills**   * Building and facilities maintenance skills * Skills in compliance and maintaining health and safety * People management skills and experience * Effective verbal and written communication skills * Strong numeracy skills (Level 2 maths qualification preferable but not essential) * Basic IT skills including the use of Microsoft Office programmes * Excellent organisational skills, with the ability to work to tight deadlines. | **E**  **E**  **E**  **E**  **E**  **E**  **E** |
| **Qualifications and Experience**   * Experience of premises/site management * Experience of routine building maintenance * Experience of managing a team * Relevant qualification in a skilled trade such as carpentry or plumbing or Level 2 qualification in a relevant field * Health and Safety qualification * Budget management experience | **E**  **E**  **E**  **D**  **D**  **D** |
| **Knowledge and Understanding**   * Knowledge of health and safety and premises legislation, regulations and codes of practice such as COSHH * Awareness of Health & Safety and hygiene procedures * Awareness of Working at height/Moving and handling procedures * Knowledge of safeguarding in schools * Willingness to undertake safeguarding training | **E**  **E**  **E**  **D**  **E** |
| **Professional Values and Practice**   * Ability to work on own initiative as well as part of a team * Ability to work effectively with a variety of stakeholders including children * Ability to establish systems and procedures and ensure an efficient working environment * Commitment to the Christian Ethos of LDST * Flexible with a personable, ‘can do’ approach. * Open-minded and adaptable * Creative person who enjoys learning and seeks out opportunities to continue learning * Hardworking, committed, loyal, resilient, resourceful * Readiness to initiate change and show initiative * High expectations of self and others * Commitment to equality and diversity and safeguarding | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |

How to Apply

Application Process

The application process for this role is a 2-stage process:

* Application form
* Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [recruitment@ldst.org.uk](mailto:recruitment@ldst.org.uk) or call 01942 243068.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: 11 November 2024, 11.59pm**

**Interview Date: W/C 11 November 2024**

**Start Date of Post: ASAP**

**Please contact the school office on** [**stpaulswigan@ldst.org.uk**](mailto:stpaulswigan@ldst.org.uk) **01942 243068 (St Paul’s) or 01942 703952** [**stjameswigan@ldst.org.uk**](mailto:stjameswigan@ldst.org.uk) **(St James’) if you would like to visit the schools.**

**Our Trust Prayer**

Heavenly Father,

Let peace, friendship and love grow in our schools.

Send the Holy Spirit to give

excellence to our learning

love to our actions and

joy to our worship.

Guide us to help others,

so that we may all

Learn, Love and Achieve, Together with Jesus.

Amen