



Wyvern
Academy

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Site Manager



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Site Manager at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. Here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

Welcome from the Headteacher

Dear Candidate,

As Headteacher of Wyvern Academy, I am privileged and proud to welcome you to our school.

Our school's vision, in the work that our school community conducts is that we achieve 'Excellence in all that we do'. We have a vested interest that all students 'reach for the stars' and are given a world-class education.

Everything we do is focused on improving life chances and experiences. Through academic studies, sports, drama, music or through our pastoral care, we believe it is our role to open up students' understanding of everything they can be and everything they can do, supporting them to make informed and aspirational choices for their future lives.

As a school that is part of the family of nine schools that form Consilium Academies Trust, we strongly uphold the Trust mission of "Enriching Lives, Inspiring Ambitions" as a keystone to our Vision and Values. Of the six Trust values we hold the following closest to the local needs of the school: Partnerships, Opportunity, People-Centered.

Our journey of rapid school improvement continues. My ambition is that Wyvern Academy becomes a truly outstanding school and a leading educational establishment, both regionally and nationally.

Mr Owen Inglis

M.Chem (Hons) NPQH, MCCT



About the Academy

Wyvern Academy is a coeducational secondary school with academy status, located in Darlington, County Durham, England. We are now looking for an experienced estates Site Manager, to lead our new Site Team. We are committed to offering a warm, friendly and purposeful setting for all our students to flourish, and feel that this new Team will contribute strongly to enhancing our commitment.

As a Consilium Academy, Wyvern Academy is built on the values of the Consilium charter. The purpose of the charter is to ensure our mission and values translate into practice within our Academies, ensuring that every student benefits from our distinctively inclusive ethos.

At Wyvern Academy, we believe in:

Partnerships – Collaboration is the key to success. We work together to deliver on the promise set out in our mission statement.

Opportunity – Our aim of “Enriching Lives, Inspiring Ambitions” applies to all members of our Trust community, with our inclusive approach delivering a breadth of opportunities to give each individual the chance to fulfil their potential and prosper.

Integrity – Through our student-centred approach, advantage and ability are never seen as a ticket to involvement. We believe in every child’s right to high-quality education and access to amazing opportunities – irrespective of their individual circumstances. Integrity at Consilium means always putting students at the heart of everything we do.

Equity – We are truly inclusive, believing passionately that every student should be given the skills and support needed for them to meet their full potential. We are aspirational for all of our students, and we will ensure every student has the opportunities they need to achieve the highest of ambitions.

Excellence – We don’t settle for second-best, our standards are always high and we support everyone across the Trust to achieve them.

People-Centred – We genuinely want the best for each member of Consilium, that’s why everyone is treated with the highest level of respect. Our inclusive culture inspires us to be bold and engenders trust. It brings us together in ways that help us make a difference

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations.

Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focused on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development, because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in-depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

- Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.
- Regular teacher-specific training. This will be owned and run by in-school teams, and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.
- Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programs of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff, and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education, and help them to provide the best experience possible for our students.

About the Role

Job Title: Site Manager

Start date: To be agreed

Hours: 36 hours per week

Contract: Permanent, all year round

Actual Salary: Grade 7 (NJC scale points 19 – 23), £25,927 - £28,227

We are looking to recruit a highly skilled and creative estates professional to drive a new approach and set best practice standards from the beginning. The Site Manager will be part of an aspirational team working in one of our schools to provide an effective estates management service. This role will ensure our school is compliant with all relevant legislation, making improvements where required. It will be instrumental in providing an environment that is fit for purpose, safe, clean, and pleasant.

Reporting to the school Business Support Officer you will be responsible for the development and delivery of all estates matters at the school, managing day to day hard and soft services. You will manage the planned maintenance programme and oversee the delivery of statutory compliance tasks, acting as the focal point for the school's premises needs. You will also assist the Central Estates Team with the delivery of capital maintenance and improvement works.

You will be managing your own workload with minimal supervision and be expected to deliver work programmes successfully. You will be given the freedom to develop best practices with support from senior colleagues. You will be reporting progress regularly to the Central Estates Team as well as identifying and solving problems. This position requires a highly skilled and creative estates professional.

Please see below for further information regarding the role including person specification and job description.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Stuart Conway at stuart.conway@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is at noon on 14th October 2022

Interviews will take place: TBC.

Consilium Academies 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 made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title: Site Manager

Reports to: Business Support Officer

Main purpose of the Role

- Responsible for the development and delivery of all estates matters at the school, managing day to day hard and soft services.
- Manage planned maintenance programme and oversee the delivery of statutory compliance tasks, acting as the focal point for the school's premises needs.
- Assist the central team with the delivery of capital maintenance and improvement works, acting as the school's key stakeholder.
- Manage the school's estates support team and contractors setting the standard, managing quality, and identifying areas of improvement.
- Work closely with the Director of Estates and Operations & Regional Estates Manager to create a best practice model for estates management in our schools.
- Develop briefs, establish objectives and work with specialists to ensure our requirements are met and all statutory and compliance matters are fulfilled.
- Build relationships with our other schools and be the first point of contact for your estate.

Core Responsibilities & Tasks

Health and Safety

- Take responsibility for school health and safety policy, procedure, and practice. Working closely with the Business Support Officer and health and safety team to ensure best practice is achieved, including making recommendations and changes where required.
- Lead and deliver the school's regime for statutory health, safety, and compliance in line with current regulations and trust policies. Examples include management of asbestos, fire, water quality, gas, and electrical safety. Maintain appropriate records to demonstrate compliance to the standard established by the trust.
- Undertake reviews of activities within the scope of Estates Management as required by trust staff and our health and safety team, reporting non compliances to senior colleagues as appropriate.
- Monitor and update the estate risk register in line with the school risk profile, identifying potential areas of vulnerability to the head of estates and senior school colleagues. Develop mitigation plans and provide guidance on risk avoidance. Conduct reviews of process and procedure as required.
- Undertake reviews of school Estates Management systems and processes ensuring statutory policies are up to date and implemented effectively.
- Ensure risk assessments are in place for all relevant hazards and working procedures, ensuring that staff are familiar with safe working practices and understand the importance of compliance.
- Support the school senior team and wider trust colleagues to manage incidents and deliver an effective business continuity plan when required.
- Ensure the estates team is competent to undertake their duties and that all colleagues receive training commensurate with their roles. Report on estates development needs as required.
- Support the central estates team with monitoring works progress on site, ensuring building and maintenance work is in accordance with health and safety requirements and reporting issues to the project manager.
- Manage and oversee the maintenance of records and information, including daily checks and inspections in accordance with industry best practice.
- Oversee the schools fire safety requirements including inspections, processes, and daily checks.
- Act as a fire marshal for the school.
- Be a lead participant in the school's health and safety committee.

Financial Management

- Support the Business Support Officer and central finance team to manage the estate budgets within the area of responsibility. Including housekeeping, security, planned maintenance, reactive maintenance, cyclical maintenance, and energy management.
- Manage the availability of critical spares and stocks required for the day to day management of the site, ensuring your team have the equipment they need.
- Ensure cost effective procurement in line with trust policies and procedures.
- Monitor standards of delivery by external contractors and consultants against specifications and KPIs. Report performance to senior colleagues on a regular basis.
- Assist the Business Support Officer to develop and administer the hire services of school facilities.

Site Security

- Be responsible for the management of security systems during and outside of school operating hours. Manage requirements for opening the site as required and oversee processes for keyholding.
- Manage the operation and maintenance of all security and surveillance systems.
- Arrange and participate in site cover, managing shifts and rotas to provide sufficient staffing at the school to meet the opening times required.
- Respond to call outs and emergencies as required.

Maintenance Management

- Ensure that all property and grounds are maintained in accordance with agreed programmes and to established standards.
- Oversee and manage the school helpdesk process ensuring that repairs and issues are identified and actioned by maintenance teams within the required timescale.
- Ensure that all plant and equipment is operational and properly maintained in a safe working condition. Ensure that all programmes for inspection and repair are undertaken within the required timescale.
- Monitor the function and provision of all services, taking reading of meters and reacting promptly to issues or hazards.
- Ensure that all grounds are properly maintained and the external appearance of the premises; including signage, support the trust's brand standards.
- Ensure all estates contracts are in place and monitored for effectiveness in line with specifications and agreed arrangements.

Housekeeping

- Manage the portage of goods, furniture, and equipment on behalf of the school.
- Oversee the provision of cleaning services in accordance with the schools cleaning specification, including reviews of the service with senior colleagues. Plan resources and rotas according to school requirements, including out of hours and lettings.
- Oversee the waste management process including all equipment and storage areas. Ensure compliance with environmental and sustainability requirements.
- Monitor and report on the performance of the waste management contract. Identify opportunities to improve sustainability, recycling or reuse of waste generated by the school.

Capital Projects and Minor Works

- Assist the central estates team with the management of capital projects including monitoring of progress.
- Act as the key point of contact for school matters with the development team.
- Assist with the planning and management of information with the central estates team and development team.

Leadership and Management

- Line management of the site estates team.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

Person Specification

	Essential	Desirable
Experience & Skills		
Proven experience of managing complex estates, including leading internal teams and contractors, and maintaining high standards of quality.	✓	
Excellent organisation skills to ensure adequate resourcing of caretaking, cleaning and grounds maintenance is provided in line with school requirements.	✓	
A working knowledge of building technology and managing routine planned preventative maintenance.	✓	
Knowledge of relevant procedures for cleaning, security, and business continuity.	✓	
Experience of contract management and procurement of specialists.	✓	
A working knowledge of relevant health and safety processes and understanding of CDM regulations.	✓	
Competent with standard ICT applications. Including: Presenting data and graphs identifying trends within Excel for all Utilities. Presenting management reports within PowerPoint.	✓	
Qualifications		
Minimum of GCSE English and Maths or equivalent	✓	
IWFM Level 4 Diploma or similar		✓
NEBOSH General certificate		✓
IOSH managing safely qualification		✓
Caretaking NVQ Level 2		✓
Recognised trade qualification in HVAC or electrical (City & Guilds 2382, 2391)		✓
Current first aid at work qualification or a willingness to gain one		✓
Personal Attributes		
Personal pride in promoting a high standard of estates management and contributing to a positive image of the school, including leading and directing others to this standard.	✓	
An active member of the estates team with a hands-on approach to help others as and when required to ensure high workloads are resolved effectively and professionally.	✓	
A proven track record of managing internal stakeholders and building effective relationships.	✓	
Understanding of managing information, presenting technical requirements, and communicating complex needs to a range of stakeholders.	✓	
Highly collaborative working style with a history of creativity to solve difficult issues.	✓	
The ability to challenge and review proposals, manage change and lead on finding solutions.	✓	