



Site Manager

GRADE: NJE Grade 5 (Points 15-22)

**ACTUAL SALARY: £27,803 - £31,364 (Pending NJC
Pay Award 2024-25)**

Contract: 37 hours per week, all year round

Start Date: As soon as possible

CANDIDATE INFORMATION PACK



What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- About the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Site Manager position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint a Site Manager to work with and alongside an excellent staff team who are committed to providing the best possible outcomes for all of our pupils.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Heidi Bonser, School Business Manager, on 01623 477268, via email to office@brackenhill.notts.sch.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of 14 academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.

About Bracken Hill School

The school ethos should be felt as you walk around and meet the staff and pupils. We are a small school and therefore are able to prioritise the individual needs of each child. Nevertheless, we have high aspirations and expectations and particularly value co-operative, sharing and group work which represents developing social maturity in young people. Each class teacher has pastoral responsibility for their own class and will always endeavour to maintain good communications with home.

To enhance knowledge, develop skills and provide enriching experiences that enable young people to embrace opportunities and be successful in the modern world.

- We aim to provide a broad, interesting and accessible curriculum, including the National Curriculum, for all pupils.
- We aim to challenge each pupil to perform to the best of his/her ability.
- We aim to help each pupil develop the skills they need towards independent and responsible living.
- We aim to help meet each pupil's personal priority needs alongside parents, carers and relevant agencies.
- We aim to provide pupils with a wide range of age appropriate experiences that helps to foster functional daily life resilience.
- We aim to help develop relationships characterised by kindness, helpfulness and respect.
- We aim to enable each pupil to confidently participate in, and contribute to, their local community life.
- We aim to foster knowledge and respect for other people, nationalities, beliefs and ways of life.

At Bracken Hill school, every individual is valued for who they are and what they contribute to the school. Values are intended to support the personal, social and spiritual development of every pupil throughout the school. Through these values we aim to:

- Promote positive behaviour, conduct and self-confidence by developing strong values within the pupils at the school.
- Develop pupils understanding of what values are and why they are important in life.
- Encourage children to 'live the values' in all aspects of their lives both in school and out.
- Promote values to pupils in every aspect of school life.
- Promote values in the way in which adults interact with each other and with pupils
- Display our school values and encourage all visitors to take account of them in their time in the school.
- Enable children to focus upon the positive aspects of themselves that they can value, thereby reminding them of their individual worth, their worth in the school and wider communities and the worth of those communities themselves.

Further information about our academy can be found on the website at:

<https://www.brackenhillschool.co.uk/>

The advertisement

Job Title: Site Manager

Location: Bracken Hill School, Kirkby-in-Ashfield, NG17 7HZ

Grade/Scale: NJE Grade 5 (Points 15-22) £27,803 – £31,364 (Pending NJC Pay Award 2024-25)

Start date: As soon as possible

Contract: 37 hours per week, all year round

Bracken Hill School is an all age Special School for children aged 4 to 18 years, who have a range of complex educational needs with associated social and emotional difficulties, and challenging behaviour. Our aim is that all pupils achieve, progress, and grow in an environment where they are safe, happy and are treated with respect at all times. We are committed to continually improving teaching and provision for all our pupils in order that they develop their independence and to work in partnership with parents and carers.

We are seeking an experienced Site Manager to work with and alongside an excellent staff team who are committed to providing the best possible outcomes for all of our pupils.

Reporting directly to the Senior Leadership Team/School Business Manager.

Benefits include: LGPS Pension Scheme, Westfield Health membership and free parking.

For further information, please contact Heidi Bonser, School Business Manager, on 01623 477268, via email to office@brackenhill.notts.sch.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 11 October 2024 (23:59)

Interview date: WC 14 October 2024

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Site Manager

Esteem Multi-Academy Trust

| | |
|-----------------------------------|---|
| Post Title: | Site Manager |
| Location: | Bracken Hill School |
| Purpose: | <ul style="list-style-type: none"> To manage the maintenance and upkeep of the school grounds and buildings. To manage the Cleaning teams. To ensure Site Health and Safety checks are completed. To manage the security of the premises including opening and closing and alarms. To work in collaboration with the Headteacher and School Business Manager to continually improve the school environment. |
| Reporting to: | Headteacher, School Business Manager |
| Responsible for: | Cleaning Staff |
| Liaising with: | Contractors & External Stakeholders |
| Working Time: | 37 hours, 52 Weeks (Working Pattern to be agreed) |
| Salary/Grade: | Grade 5 (Point 15-22) Actual Salary £27,803 to £31,364 |
| Disclosure level | Enhanced |
| PRINCIPLE RESPONSIBILITIES | |
| To achieve the above | <p>Corporate responsibilities:</p> <ul style="list-style-type: none"> To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust. To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person. To contribute to a culture of continuous improvement. To comply with all reasonable management requests. <p>Key responsibilities:</p> <p>General</p> <ul style="list-style-type: none"> To Support the ethos of the school by promoting a pride in the appearance of the building and grounds. To Support the Headteacher and School Business Manager in the formulation and consolidation of the strategic development of the schools' buildings and grounds. |

- To liaise with the Headteacher, members of the leadership team, Governors and staff on operational matters connected with the schools' buildings and grounds.
- To undertake a monthly health and safety inspection of the school sites and attend other tours of inspection to identify issues, creating an action plan and ensuring that any remedial work is carried out.
- To ensure that the buildings and grounds are well organised and maintained so that all site users benefit from a safe and secure environment.
- To liaise with local residents and relevant outside agencies, where appropriate, on matters relating to sites and grounds.
- To process buildings and grounds related statutory returns as required.
- To monitor the quality of work of onsite contractors and arrange for estimates for prospective contracts.
- To ensure all external contractors working on site and employees/contractors involved in minor work projects on site comply with current legislation and achieve the required standards.
- To ensure all contractors working on school site complete a Contractors Permit to Work and are aware of the site rules.

Health and Safety

- Comply with the Asbestos Management Plan, Legionella, Electrical Safety and Fire Risk Assessments taking action to ensure compliance with regulatory requirements at all times.
- Support with the development and implementation of Risk Assessments
- Play an instrumental role in the school's Health and Safety Committee attending bi-annual meetings
- Carry out regular Health and Safety audits and report to the Health and Safety Committee in order to determine the Health and Safety Action Plan
- Act as the School Fire Officer for purposes of Main School Fire evacuations.
- Stock check and replacement ordering of consumable items, recording deliveries.
- Taking reasonable care for the health and safety of self and of other persons who may be affected by your activities in accordance with the provisions of Health and Safety legislation.
- To complete risk assessments, method statements and COSHH risk assessments for operations concerning the site operatives.
- Implementing requirements for the risk assessment for fire, electrical safety, legionella and asbestos.
- To organise and manage testing of portable electrical appliances, using suitable competent contractors.

Site Management responsibilities

- To conduct emergency works/cleaning as required in order to ensure health and safety measures following any incidents which leave damage or may include bodily waste or fluids
- To implement a proactive and reactive approach to maintenance for the buildings and grounds.
- To be responsible for the maintenance of the security of the building and grounds including the intruder alarm system, fire alarm system, video surveillance and the issuing of keys.

- To manage the rota for responding to intruder alarms and actively participating as required.
- To support the Trust to deal with insurance claims associated with theft from, or damage to, the buildings and/ or grounds.
- Manage and monitor the gritting of the grounds during ice and snow conditions, ensuring that identified routes are kept clear of snow, de-iced and salted and that necessary records are maintained
- To provide information on security and fire evacuation procedures at induction.
- To work with the Trust and contractors on site development.
- To work with the School Business Manager and Headteacher to organise all aspects of “In House” major construction projects including the tendering process, planning permission and building regulations approval.
- To be responsible for issuing work permits to visiting contractors and for ensuring their standard of work and behaviour is in accordance with the agreed specifications and safety as per method of statement and risk assessment.
- To promote efficient use of all utilities (Gas, electricity, water) and for the safe legal disposal of waste. Replacing consumable items.
- To support site operatives and cleaning supervisors to ensure the cleaning of designated areas in the school, ensuring the maintenance of high standards of cleaning including the maintenance of floor surfaces in accordance with the requirements of the cleaning/janitorial specification.
- In cases of an emergency outside the working week, e.g. intruders, fire, flood, be available to attend and authorise repairs as required.
- To carry out portorage duties as and when required by the school, e.g.
 - Deliveries across the whole site
 - Furniture and equipment transfer and removal of equipment
 - Disposal of redundant equipment and other materials
- To maintain the lighting, heating and cleaning of the premises and ensure that the required boiler temperatures are maintained.

Staff management

- To manage site operatives to include the allocation of workload, monitoring performance, holding regular meetings to ensure that all duties are carried out safely and in accordance with agreed procedures.
- Line Management & Professional Development Reviews of the cleaning staff.
- To provide control of Substances Hazardous to Health (COSHH) data to produce risk assessments and method statement where necessary to cover the duties of site staff.
- To arrange cover in the event of the absence of site staff.
- To attend and contribute to the team as a required.

Minibus

- To support with managing the use, inspections and maintenance of all school vehicles, including the organisation of tax, insurance and MOT testing.
- To be a minibus driver for school

Other Generic Responsibilities:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description

- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Person Specification: Site Manager Esteem Multi-Academy Trust

| QUALIFICATIONS AND EXPERIENCE | |
|---|--|
| Essential | <ul style="list-style-type: none"> • Has full UK driving licence • Is numerate, literate and has sound basic ICT skills |
| Desirable | <ul style="list-style-type: none"> • Is a current minibus licence holder (or willing to undertake relevant training) • Have the Institute of Occupational Health & Safety qualification (or willing to undertake the relevant training) |
| KNOWLEDGE AND ABILITIES | |
| Essential | <ul style="list-style-type: none"> • Experience of managing health and safety • Has experience of managing staff • Experience of carrying out general maintenance work • Working knowledge of fire safety awareness, asbestos awareness and legionella management • Knowledge of a trade, e.g. plumbing, joinery, electrical, decorating • Knowledge of the regulatory requirements for site management • Excellent organisational skills including ability to prioritise and meet deadlines • Ability to work on your own initiative • Effectively manage your own and others workload • Has the ability to liaise with and communicate with a range of different stakeholders in different ways • Ability to set and maintain high standards • Excellent time management • Can demonstrate the ability to work well as a team member and independently • A flexible approach to working hours as weekend work or call outs are often required • A commitment to uphold and promote equality of opportunity • Demonstrates an understanding of Safeguarding issues relevant to the post |
| Desirable | <ul style="list-style-type: none"> • Has experience of working in a special school environment |
| <p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p> | |

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2024' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 11 October 2024 (23:59)

Interview date: WC 14 October 2024

For further information, please contact Heidi Bonser, School Business Manager, on 01623 477268, via email to office@brackenhill.notts.sch.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.