

**Elms Bank School**

**Site Manager Vacancy**

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**Introduction**

Dear Applicant

Thank you for your interest in this post at Elms Bank School, which is a member of Oak Learning Partnership Trust.

Our Trust is a recently established group of schools currently comprising of a primary, secondary and special school all located in Bury, Greater Manchester. At Oak LP we are passionate about transforming children’s lives and their communities through the delivery of a well-balanced, rounded education, providing individual support in schools which are happy places within which staff and young people thrive. We are passionate about inclusion; this is at the heart of our ethos and is a consistent focus. In all our schools we endeavour to leave no child behind.

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, be that supporting or teaching, they are contributing to our collective aim of transforming lives. We have high expectations for our staff, we invest heavily in them 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.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it’s also important to us that each school has individuality and freedom to be innovative. What we do insist on is clarity and consistency from our leaders and always making sure common sense is at the heart of decision making.

I joined the Trust in September and I’m excited to lead Oak LP into the next part of its journey. We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we will continue to have a strong moral purpose, provide a truly inclusive education and embed our core values of **Aspiration, Resilience,** and**Integrity in everything we do.**

If you’re excited about joining Oak LP, your values are aligned with ours and you feel like you can make a difference please contact the school directly for any additional information about the role.

James Franklin-Smith

CEO of Oak Learning Partnership



**Welcome from the Headteacher**

Dear Candidate,

Elms Bank is a vibrant and forward thinking generic secondary special school based in Bury, Greater Manchester. All our pupils have a Statement of Special Educational Needs. Our age-range is from 11 to 19 and we currently have 284 pupils in school. Our pupils are divided between classes including specialist classes for pupils who are on the autistic spectrum and those with complex needs.

Our intake is mainly from Millwood Primary Special School and a range of mainstream primary schools across Bury. We also accommodate pupils who come from other local authorities. This will depend on the availability of places.

At Elms Bank we embrace the Arts (Drama, Art and Music) and Applied Learning. Both these areas enrich the curriculum for our young people and contribute to making Elms Bank a place where talent can be nurtured and young people can grow in confidence. You will see lots of information on the website about the achievement of our pupils. These areas include our annual school production, our choir with over 50 members and work placements completed by our pupils.

Central to our vision is to work in partnership within a multi-disciplinary approach to meet the needs of all the young people in our school community. We aim to create a safe and happy learning environment where everyone is treated with respect and dignity. The website contains information about all the people who work in partnership with us. These include a range of services from the National Health Service, the Educational Psychologist and the Local Authority SEN Department.

We have strong links with Millwood Primary School and a range of other local primary schools. We ensure that all our Year 7 pupils have a very positive transition from our feeder schools into Elms Bank. Many of our pupils are able to access inclusion opportunities in mainstream high schools. We value the opportunities created through these links to allow our pupils to grow in confidence both socially and academically.

The staff team are the greatest strength of the school. We aim to provide the highest standards of education and care for our special young people. We plan to meet each pupil’s specific needs. We look for every opportunity to celebrate their achievements.

Please visit our school website for further information.

<http://www.elmsbank.co.uk>

Orienne Langley-Sadler

Headteacher at Elms Bank School



**Elms Bank School – Site Manager**

**Required for as soon as possible**

***“An outstanding school”***

(Ofsted October 2014)

**Grade 9, SCP 18 - 23 plus matrix payment- £25, 544 – £28, 303**

Elms Bank is an outstanding, generic secondary special school for pupils aged 11-19.

Due to an internal promotion of the existing post holder, the Trust are seeking to appoint a reliable and enthusiastic Site Manager who can maintain the high standards that exist within Elms Bank School. To carry out basic building maintenance work and can be an effective member of the school team. The working week for routine tasks exclusive of emergencies is normally one of 37 hours on a split shift dependant on school/establishment requirements.

You will be an inspirational lead and work closely with all site staff to ensure that the school is safe, excellently maintained and cleaned and is welcoming to pupils, staff, parents and visitors.

We are looking for an energetic and motivated person who will support the Estates and Facilities Manager and School Business Manager in their duty to ensure that school meets its statutory requirements. This role will have key responsibilities relating to fire procedures and health and safety within the school buildings and grounds. Knowledge of risk assessment procedures would be an advantage. You will be required to keep accurate records relating to maintenance contracts of school equipment; computer literacy would be beneficial. A current clean driving licence is essential as is a willingness to drive the school minibus when necessary after undertaking the MIDAS certification.

In return, we offer some fantastic incentives such as cycle to work scheme, Perkbox, childcare vouchers through salary sacrifice, tech save scheme, discounted gym fees at Bury Leisure. We offer bespoke inductions where we pride ourselves in investing in our staff and providing training and development opportunities to enhance your performance and knowledge.

The successful candidate will:

* 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 responsible for a team of cleaners encompassing school staff and an external company

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Completed applications to be returned to Miss Kristie Bloomfield, CFO of The Oak Learning Partnership Trust at [recruitment@oaklp.co.uk](mailto:recruitment@oaklp.co.uk)

**Closing Date: 9.00am, Wednesday 3rd November 2021**



**Job Description**

**Site Manager**

**Normal place of work:** Elms Bank, although you may be required to work at any other school within the Trust

**Responsible to:**  Estate and Facilities Manager/School Business Manager

**Responsible for:** Assistant Site Managers

**Salary:** Grade 9, SCP 18 - 23 plus matrix payment- £25, 544 – £28, 303

**SPECIAL CONDITIONS OF SERVICE**

* Annual leave must be taken in school closure periods
* Attendance at evening meetings may be required
* Be prepared to offer flexibility in hours
* Split shift, evening and weekend work may be required

**JOB PURPOSE**

* Assist the Estates and Facilities Manager and School Business Manager in their duty to ensure that school meets its statutory requirements.
* Lead and work closely with all site staff to ensure that the school is safe, excellently maintained and cleaned and is welcoming to the pupils, staff, parents and visitors.

**KEY RESPONSIBILITIES**

**Control of Resources:**

**Personnel**

* To be responsible for the direction, support and motivation of self and facilities staff
* To line manage all premises staff
* To conduct regular meetings with site staff, the School Business Manager and contractors on site to issue instructions and receive reports on work in progress
* To lead and manage the rota and job sheets for site staff and checking work allocated has been done
* To lead and manage the site staff, directing them in their duties and ensuring the highest standards of cleanliness are maintained
* To ensure all facilities staff are inducted as per the school policy and training needs such as safeguarding, are identified and addressed
* Train new cleaners in cleaning methods and correct use of equipment

**Financial**

* To prepare reports on conditions of buildings and repairs as required
* To work in accordance with the Trust Financial Regulations
* Obtain competitive tenders to carry out planned and reactive maintenance
* To liaise with the Estates and Facilities Manager and School Business Manager to ensure that value for money is achieved in all premises project and maintenance/service contracts

**Equipment and materials**

* Ensure the correct usage, storage and removal of equipment, materials and deliveries
* Ensure the safe use and maintenance of equipment and materials



**Health and Safety**

* 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 School
* Ensure that all health and safety procedures as established by the school and required by legislation e.g. COSHH and legionella, are followed ad records updated
* To report any problems relating to the safe use of the site and premises and taking emergency action when required
* Report and complete appropriate paperwork relating to accidents/incidents where appropriate
* To be a qualified first aider and to provide first aid to staff, pupils and visitors as required

**Site**

* To ensure the Every system is accurate and up to date
* To identify and manage repair and maintenance tasks that fall within the skills and expertise of the facilities staff
* To be responsible for arranging for any repair or maintenance work required beyond the competence of the facilities staff
* To ensure that the necessary contractor vetting procedures have been undertaken and recorded, prior to any work from new contractors being carried out
* To be responsible for the implementation of emergency procedures and of the action required in the event of flood, fire, breaking and entering, vandalism, accident etc.
* To be responsible for the alarm systems and security measures on school site
* To ensure the inspection of and recording the completion of any work by contractors
* To ensure the securing the premises, arranging the repair, informing the police in the event of vandalism or breaking and entering
* To be responsible for ensuring that repairs are undertaken such as small decoration and repair work.
* To be responsible for ensuring the arrangements are in place for porterage in connection with the school equipment and supplies for general school purposes
* Verify that work carried out by site staff or contractors is satisfactory, within budget and on time
* Carry out regular inspections of the premises and carry out remedial action to minor defects without delay
* To be responsible for arrangement for the opening and closing of school
* To assist staff if necessary in Emergency/Accident cleaning

**Hydrotherapy Pool**

* Maintenance of hydrotherapy pool.
* Ensuring pool is fit for use, carrying out tests following health and safety procedures.
* Responsibility for ensuring that pool plant, operations and systems are maintained and implemented effectively to optimise the safe use of the Hydrotherapy Pool by:
  + Monitoring of environmental conditions in changing areas and pool reception to ensure that optimum conditions are provided for users’ comfort
  + Carrying out regular checks on plant and equipment as specified by the manufacturer, carrying out routine inspections of equipment as appropriate to ensure the equipment is safe for use
  + Ensuring that all tasks and activities associated with the Hydrotherapy Pool are undertaken in accordance with the Schools Health & Safety Management policies
  + Carrying out Legionella prevention checks with the remit of the council’s contractor and ensuring records are kept and maintained
  + Ensuring that legally required routine checks, monitoring and maintenance is carried out at the recommended frequency
  + Ensuring effective stock control with respect to maintenance elements including pool water chemicals



**Minibus**

* Ensure the school minibuses are maintained, clean and in a roadworthy condition
* Ensure the minibus is configured in accordance with the particular requirements of the user
* Ensure the necessary checks are undertaken including servicing, MOT and safety inspections

**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 Office regarding bookings
* Completing and maintaining lettings records/registers

**Other**

* 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, internet
* To be aware of the main health and safety issues specific to 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 Estates and Facilities Manager, School Business Manager or Headteacher
* Follow school ethos and values
* To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures



**Person Specification**

**Site Manager**

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| **Criteria** | **Essential** | **Desirable** |
| **Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience: | | |
|  | * 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 | * Recognised qualification in building maintenance, construction or engineering (City and Guilds) * Experience of working in a similar role in a school / academy |
| **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: | | |
|  | * 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 * Commitment to the protection and safeguarding of children and young people |  |