

Briefing Pack for Applicants Site Manager



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.



Section 1: Post Advertisement

Post: Site Manager
Location: Handsworth Grange Community Sports College
Pay scale: NJC Grade 6 Point 21: £30,825 to 26: £34,834
Contract: Full-time, Permanent – 37 Hours per week, 52 weeks
Start date: September 2024

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Handsworth Grange Community Sports College is an oversubscribed 11-16 school in the south-east of Sheffield. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We are seeking to appoint a hard-working and highly organised individual to undertake the important role of Site Manager.

Candidates are encouraged to visit the school or have an informal discussion about the role with Linsey Clarke, Business Support Manager at lclarke@handsworth-mlt.co.uk or Alistair Mann, Trust Director of Estates and Facilities, at amann@central-mlt.co.uk.

The closing date is 9am on Friday 09 August 2024 and interviews will take place on Tuesday 20 August 2024.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack are available on the school website www.hgcsc.co.uk
Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED. Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day.

To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange, we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse, and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values:

Together we:

- Be Brave
- Be Kind
- Be Present

We are currently on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and staff. We are passionate about our school and the progress of all our students, if you have the drive and determination to make a difference, this is the school to make that happen.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.



Suzy Mattock
Headteacher

Handsworth Grange Community Sports College's Cultural Fit

Working in a school where you are not aligned with the culture and ethos can be a challenging and often miserable experience. So.... we both need to have alignment if you come to work here!

- We live by the values of caring for each other, laughing with each other, learning from each other and celebrating with each other.
- We believe that the needs of children come first.
- We believe that every child has ability, character and potential to improve.
- We believe that we all have a professional obligation to improve so that we can provide the best educational experience possible for our children.
- We believe that every child deserves a hero and that for some of our students "if we won't, who will?"
- We believe in a culture of the possible, where we can all make progress beyond what anyone could have imagined.
- We believe that hard work and positive relationship are the key to success for staff and students.
- We believe in growing our own staff through quality support and CPD.
- We believe that truly great teaching is that which improves students' progress.
- We believe an evidence informed approach to teaching and learning helps us identify what works best in the classroom.
- We believe that feedback should be timely and respond to the needs of individual students.
- We believe that good literacy and numeracy skills are essential to students making progress and that we have a duty to teach these skills as part of our curriculum.
- We acknowledge that we all make mistakes and learn from them to make us better.
- We are dedicated to preparing our children to thrive in the next stage of their education.



Suzy Mattock
Headteacher

Section 4: Job Description



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Premises Manager
GRADE/SALARY	NJC Grade 6 (Point 21-26)
HOURS/WEEKS	37 hours per week, 52 weeks per year
LOCATION	Handsworth Grange Community Sports College
RESPONSIBLE TO	Business Support Manager
RESPONSIBLE FOR	Premises Team Cleaning Supervisor
PURPOSE OF THE JOB	To provide an efficient, effective and proactive premises service to support the education and well-being of students at all times, ensuring security, heating, lighting, maintenance, health & safety and cleanliness of the site. To take pride in the site and buildings of Handsworth Grange Community Sports College
RELEVANT QUALIFICATIONS	Basic training and/or good experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems.

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

TEAM LEADERSHIP

- Effectively organise, prioritise and allocate workload to team members using the Trust's Compliance system.
- Plan, monitor and control workloads of all team members.
- Administer effective time recording for the service area.
- Effectively monitor and control any necessary pre-approved overtime.
- Monitor sickness absence in line with school and trust policies including attendance at meetings where required.
- Manage the performance of the premises team (caretakers, cleaners) including:
 - Set appropriate Ambitions in line with the Trust Performance Development Policy that support personal and professional development including identification of appropriate CPD.
 - Assist and support other premises supervisors (e.g. cleaning supervisor where applicable) with team development and supervision.
 - Ensure that premises team members are fully trained in the use of the Trust Compliance System to support monitoring and control of work activities and performance to standards and operating procedures.
- Use own specialist skills and knowledge to coach team members and ensure consistently high levels of performance are achieved and the estate is a fit for purpose learning environment.
- Contribute to developments within the service area and actively support the implementation of school and Trust systems, policies and procedure.
- Prioritise daytime working to ensure effective leadership of the team.
- Provide flexible contingency cover for absent team members in order to maintain effective and continuous service delivery of lettings and events as needed.
- Ensure the daytime deployment of the team ensures that support is effectively responsive to students and staff.
- Ensure the team take pride in their work and the school and seek to proactively identify and resolve issues and problems.

RESOURCE MANAGEMENT

- Act as primary key holder.
- Organise and initiate the efficient and effective provision of resources for carrying out necessary work within the service area.
- Ensure that robust security measures are in place to protect all of the school site and premises at all times.
- Work with the BSM and Trust Estates Team to identify risks and concerns and pro-actively plan to address and resolve them.
- Implement procedures in order to ensure all fire precautions are in place in line with regulations and work with the BSM and Headteacher to ensure records of drills are kept and any action points arising are in place.
- Implement procedures to ensure that the provision of all utilities are safe, both during school and when the school is closed.
- Liaise with the emergency services as and when necessary.
- Liaise with contractors as necessary, ensuring full induction to the site and all necessary checks are in place prior to commencement of works.

- Ensure progress on all works undertaken by contractors and that checks are done on completion of works.
- Maintain an effective premises stock control systems for materials and equipment.
- Maintain a service schedule for managing maintenance jobs using the Trust Compliance system and allocate necessary resources.
- Contribute to the planning of larger works programmes in liaison with the BSM and Trust Director of Estates and Facilities.
- Proactively identify rectification work on the site and take the appropriate action.
- Ensure that all energy conservation issues are actioned effectively.
- Ensure the Buildings Management System is functioning and is monitored.
- Ensure that all areas of the school site (internal and external) are maintained to a high standard.
- Ensure that the school minibuses are maintained, serviced, repaired and administered ensuring compliance with all legislative requirements.
- Ensure an effective and responsive approach to cleaning requirements are carried out by the caretaking team in order to maintain standards (e.g. graffiti removal, refuse removal, clearance of gullies and drains, accidental spillages, toilets).
- Oversee and monitor the cleanliness of the school giving appropriate direction where required and completing audits.
- Implement systems to ensure that the grounds are maintained to the required standard.
- Ensure that all premises equipment has a regular scheduled servicing and maintenance regime and ensure records are maintained in the Trust Compliance System.
- Ensure a clear service schedule is in place and recorded in the Trust Compliance System to make sure all school equipment and facilities are well maintained, compliant and safe at all times.
- Supervise the resource requirements for functions/events, meetings and examinations etc.
- Organise and administer logistics for events.
- Provide service delivery outside school hours as and when necessary (*also see lettings*).
- Ensure that all mechanical and electrical equipment is regularly maintained and working efficiently at all times liaising with external maintenance contractors.
- Manage and maintain a working environment for the premises team to ensure it is safe, secure, clean environment to work within.

MONITORING AND CONTROL

- Develop, document and maintain systems and procedures in order to ensure an efficient and effective service.
- Ensure all team members use the Trust's Compliance system to monitor and meet school need.
- Work with the 'Lettings and Events' caretaker and Lettings Lead Administrator to effectively monitor lettings in line with the school Lettings Policy and Hire Agreement.
- Ensure that the required staff cover for evenings, and weekends is organised to ensure that the school environment complies with requirements for Health and Safety.
- Ensure that the rotas for evenings and weekend are equitable and that this time is used proactively by team members agreeing work that will be undertake and recorded in the Trust Compliance System.
- Contribute to the School's critical incident and disaster recovery plans as the named manager for premises and, under the guidance of other senior staff.

BUDGET MONITORING

- Assist with the effective control of all premises related budgets.
- Implement financial controls as required in line with the Trust Finance Policy and the school's internal administrative requirements.
- Provision of data analysis for the service area in order to maximise use of resources.

LEGISLATION

- Ensure compliance with all relevant legislation applicable to the service area e.g. Health and Safety.
- Ensure that all work that presents any Health and Safety issues is carried out immediately.
- To carry out risk assessments of the school site where deemed necessary.
- Ensure statutory site checks are carried out as per requirements and documents are maintained and filed accordingly in the Trust Compliance System.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.
4. Undertake any necessary training courses, or training as appropriate for the post.
5. Attend meetings as and when required.

Section 5: Person Specification



Minerva Learning Trust Person Specification



Post title: Premises Manager

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS AND TRAINING	
Basic training and/or good experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems	AF/I
Evidence of training linked to premises management	AF
KNOWLEDGE AND EXPERIENCE	
Recent experience of working in a school environment/or worked in an environment using similar skills	AF/I
Experience of managing a small team	AF
Understanding of health and safety requirements in premises management	AF/I
Knowledge and understanding of the statutory checks to be completed	AF/I
PROFESSIONAL DEVELOPMENT	
A commitment to ongoing professional self-development	AF/I
Evidence of recent continuous professional development in a relevant field	AF
SKILLS	
Good organisational skills	AF/I
Good communication skills and ability to develop relationships with people at all levels	AF/I/AA
Managing people	AF/I
Good computing skills including knowledge of using the internet and Microsoft Office suite.	AF/I/AA
QUALITIES AND ATTRIBUTES	
Demonstrate excellent communication skills	AF/I
Flexibility and commitment to contribute fully to the tasks in school	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key: AA = Assessed activity
 AF = Application form
 I = Interview
 R = Reference

Section 6: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
2. Education and Training
State your qualifications and any training you have undertaken relevant to the post.
3. Present Appointment
Make it clear what your present post is, which establishment you work in and who your employer is
4. Previous Appointment
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.
5. Referees
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
6. The Supporting Statement/Letter of Application
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
7. Arrangements for Interview
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.
8. The Interview
Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.
9. Feedback
Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
10. Selection for Appointment
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
11. Arrangements for Applications
When you have completed your application, the completed form and covering letter should be e-mailed to akeeton@handsworth-mlt.co.uk by the closing date.