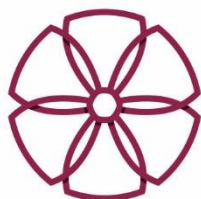


APPLICANT

PACK



Mercia
Learning Trust

CENTRAL TEAM



Realising Potential. Transforming Lives.

Advert

Post: Site Manager

Contract Type: 37 Hours, 52 Weeks

Contract Term: Permanent

Salary: Grade 5 (£23,953 to £26,446)

Mercia Learning Trust is an ambitious, forward thinking and successful partnership of six schools, 3 primary, 3 secondary (including 2 PFI Secondary with facilities management and catering provided as part of the contract), located in the south and southwest of Sheffield. We are passionate that every pupil, whatever their background, will attend an exceptional school. We are currently responsible for the education and wellbeing of close to 4500 students aged 2-18 and employ over 550 staff across our schools and central services.

The trust wants every child, and member of staff, to work in a school (or building or grounds) that are safe, secure, clean, healthy, fit for purpose, well-maintained, increasingly environmentally sustainable, and inspiring. This underpins our educational vision.

Whilst we acknowledge that each school building is different (scale, age, building quality, management, when adopted etc.), we will use pooled resources to maintain and improve our buildings and to ameliorate (level up) any difference.

We are looking for an enthusiastic Site Manager to be responsible for managing all site related issues including maintenance, repair and improvements in relation to the buildings (interior and exterior, furniture, fittings and the school grounds).

The Site Manager will:

- Deal with all site related issues including maintenance, repair and improvements in relation to the buildings (interior and exterior, furniture, fittings and the school grounds).
- Assist in managing a team of cleaners
- Providing a service to the site including security, lighting, heating, maintenance and operation of the building.

The site manager will work in collaboration with the Trust Facilities and Estates Manager understanding compliances and managing change requests on behalf of the school. They will be responsible for premises at **Mercia School**.

It is expected that the successful candidate will have proven experience of operational management, exceptional organisational, communication and management skills, the

ability to work as part of a team and be diplomatic, self-reliant, self-motivated and able to work with minimum supervision.

To find out more about the role, please contact John Gregory, Facilities and Estates Manager on 0114 553 9080 or download an application form and information pack from <https://www.merciatrust.co.uk/>

To apply, please submit a Mercia Learning Trust Application to recruitment@merciatrust.co.uk. Please note we do NOT accept CV's or Sheffield City Council Application Forms.

Closing date for applications is **Sunday 18th September 2022**



Thank you for your interest in this role within Mercia Learning Trust.

Mercia Learning Trust is a highly successful partnership of 3 primary and 3 secondary schools located in the southwest of Sheffield. We are proud that overall effectiveness, outcomes and improvement trends are amongst the strongest in any trust in the country.

Our Trust is based on a deep and shared moral purpose. We believe an exceptional education can realise the potential of every student, whatever their background, and truly transform lives...

Working as individual schools, and in deep partnership, our singular intention is to ensure every student, whatever their background, will attend an exceptional school. We believe students should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to student success and well-being that we choose to think of every student we serve as if they were our own, and to measure our actions and impact against this.

Our Trust has a mature definition of partnership which we call aligned autonomy. We share the same mission, values and moral purpose, have an increasing amount of common best practice (often backed by research), and benefit from our combined resources and reputation. Nevertheless, we understand that schools are unique and are best led by leaders and staff who feel fully accountable and are able to individually innovate in the light of their context. This balance between difference, sharing and commonality is what drives improvement and lies at the heart of our Trust.

Alongside our students, our staff are our greatest asset. As such we are deeply committed to recruiting, developing, retaining and caring for our exceptionally talented and committed staff teams.

This commitment is enshrined in the Mercia Pledge which is designed to ensure our staff get the very best professional experience and support on offer anywhere. The Mercia Learning Alliance sits at the centre of this strategy, alongside that to recruit new teachers into the profession, and support system leadership across the sector.

In a short period, our Trust has achieved a great deal. However, we are ambitious and forward-thinking, and fully committed to maintaining and improving student experience and outcomes, and further improving our Trust.

We also believe we are well-placed to engage in careful and sustainable growth in the light of our Trust mission and priorities.

Chris French
CEO



Thank you for your interest in this role within the Central Services Team at Mercia Learning Trust. Our Central Team was established in 2016 and has seen continued growth in capacity and expertise over the last few years.

We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful operation of the Trust and is focused on supporting the improvement of educational standards in all our schools. All of the work carried out by our Central Teams is in relation to the non-teaching and learning aspects of running our schools; Estates, Finance, HR, IT and Payroll.

We want to drive improvement by developing the efficiency of our schools through shared resources. Effective and efficient use of resources supports teaching and learning across the schools and ensures both the long-term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Director of Finance and Operations, I ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all our schools. As a team, we offer a high-quality service to all schools within the Trust. This centralised structure relieves the burden of administrative responsibility from schools allowing Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.

Charlotte Chance
Director of Finance and Operations

JOB DESCRIPTION

Post Title:	Site Manager
Grade:	5
Hours/Weeks:	37 hours, 52 weeks
Responsible to:	Facilities and Estates Manager
Responsible for:	As defined in staffing structure

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

PURPOSE OF THE POST

- To be responsible for managing all site related issues including maintenance, repair and improvements in relation to buildings (interior and exterior, furniture, fittings and the school grounds)
- To assist in managing a team of buildings officers and cleaners
- To monitor the premises related contracts

MAIN DUTIES

Security and Premises

- To act as primary keyholder
- Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate
- Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/circuit breakers)
- Lock/unlock premises and check for vandalism/break-ins
- Liaise with emergency services (eg Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc.

Maintenance

- To carry out basic maintenance work following appropriate training.
- To identify and report any repairs, maintenance or replacements that require rectification.

- To monitor all contractors' personnel on site and ensure that work is satisfactorily completed. Accompany contractor on/off site as necessary.
- To ensure boiler room heating plant and all associated equipment are maintained and inspected regularly

Cleaning

- To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
- To arrange recess cleaning as required
- Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litterbins, including a daily check for litter and graffiti. Remove all litter and leaves from Hard/Soft ground areas related to the site.
- Clear snow off main paths steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
- Monitor and provide reports on cleaning standards and follow up.

Administration

- To maintain suitable information systems appropriate to the needs of the site/role
- Ensure compliance with health and safety regulations and codes of practice with regard to statutory compliance checks
- To provide effective supervision and co-ordination of the site team through good communication
- To provide training and continual guidance to familiarise the site team with agreed procedures and working practices
- To monitor all energy and water services usage and record monthly

Other Responsibilities

- Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- To carry out portage duties as required eg location of stock, furniture etc.
- Set out/put away furniture and equipment for functions, meetings and exams.
- To promote the ethos of the school and to uphold the code of conduct
- To build positive relationships with pupils and others who access grounds out of hours to encourage respect for buildings and site

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- The post may be required to travel and work within any school in Mercia Learning Trust.

GENERAL DUTIES

- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: July 2022

PERSON SPECIFICATION

Post Title:	Site Manager
Grade:	5
Hours/Weeks:	37 hours, 52 weeks
Responsible to:	Facilities and Estates Manager
Responsible for:	As defined in staffing structure

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications	<p>GCSE Grade C or equivalent in English and Maths</p> <p>A recognised qualification in Caretaking/Premises Management/Health and Safety/Cleaning or, previous experience in Caretaking</p>	<p>A record of recent training which supports this position</p>
Knowledge and Skills	<p>*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role</p> <p>Knowledge of safe working practices and understanding of relevant Health and Safety policies/code of practice/legislation</p> <p>Knowledge of statutory requirements for the maintenance of buildings including asbestos, fire regulations, legionella, and security systems</p>	<p>Knowledge of CoSHH regulations</p> <p>Some evidence of administration skills eg. record keeping</p>

	<p>Knowledge of security issues</p> <p>Knowledge of using full range of cleaning equipment and materials</p> <p>Ability to undertake minor repairs and maintenance including the use of powered tools and equipment relevant to the role (ie. drill, floor buffer) without guidance</p> <p>Knowledge/experience of cleaning processes and the use of cleaning equipment/materials</p> <p>Good written and verbal communication skills to communicate clearly to a wide variety of service users</p> <p>Computer literate with good ICT skills</p> <p>Ability to assist in the training and induction of new site staff</p> <p>Self-motivated and able to organise and prioritise, plan, schedule and meet deadlines and evaluate work</p>	
Experience	<p>Experience of caretaking or site management</p> <p>Experience of taking responsibility for the security of a building</p> <p>Experience of supervising staff</p>	<p>Experience of working within a school environment</p> <p>Experience of working with a building management system/building automation system</p> <p>Experience of working with contractors</p>

		Experience of a relevant trade eg. electrical, plumbing, construction, joinery
Personal Qualities	<p>Ability to manage own work effectively</p> <p>Ability to work as part of a team</p> <p>Ability to use own initiative</p> <p>Flexible with hours and willingness to work outside of school hours (occasional weekend work)</p> <p>Good work ethic and time management</p> <p>Commitment to undertaking relevant training and development</p> <p>Understands and able to maintain confidentiality</p>	
Physical Requirements	Regular physical moving and handling of equipment and small items of furniture	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:
MLT Recruitment Team
Mercia Learning Trust

79 Glen Road
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2557331 or enquiries@newfield.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciatrust.co.uk.

Key dates:

- **Closing Date Sunday 18th September 2022**

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.