



APPLICATION PACK

ROLE:	Site Manager
START DATE:	To be confirmed
SALARY:	£27,803 - £31,364
GRADE:	Grade 6, pt15 – pt22
HOURS:	37 hours per week (Permanent)

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MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role within Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan borough of Warrington and the city of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable all to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.

The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In the recent months schools in Omega Multi-Academy Trust have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in each of the Ofsted Inspections.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two secondary schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully



A handwritten signature in black ink, appearing to read 'C Wilcocks', written in a cursive style.

Mr Christian Wilcocks
CEO Omega Multi-Academy Trust

JOB DESCRIPTION

Job Title:	Site Manager
Based at:	Chapelford Village Primary School (with potential to support other schools within the Trust as required)
Grade:	Grade 6, pt15 to pt22
Salary:	£27,803 - £31,364 per annum
Hours:	37 hours per week, full-time, all year round
Holidays:	26 days + bank holidays
Start date:	Negotiable
Accountable to:	Facilities Manager
Closing date:	Friday 11 th October 2024 – 9am

Purpose:

We are seeking an individual who is highly motivated, hard working, organised, flexible and passionate about ensuring the school and site remains at the highest of standards working with the trust facilities team and the Site maintenance officer.

The role will be based at Chapelford Village Primary School requiring the ability to travel around the school sites within the Trust. If you believe this is you, we would welcome your application.

Shift patterns initially would be 7.30am – 3.30pm daily, with the requirement to work on a flexible basis in relation to working hours, as required, including managing emergency situations and some evening activities. Shifts can start as early as 6:30am and finish as late as 7pm. Specific hours will be discussed upon an appointment.

Chapelford Village Primary School is a larger than average primary school with over 650 children across 24 classes. Built in 2013, the school benefits from modern, well-maintained facilities, creating an ideal learning environment for our children. The extensive site includes a purpose-built Multi-Use Games Area (MUGA), newly refurbished EYFS classrooms with engaging outdoor play spaces, and a modular building which includes 4 classrooms and an additional hall space.

Our children also enjoy a wide range of play equipment, providing opportunities for both active and imaginative play. We are committed to fostering a positive and inclusive atmosphere where every child can thrive. We are passionate about ensuring our school site continues to develop and is of the highest standard for our children.

Key Responsibilities:

- To take a leading role in the Health and Safety of the whole school including the building, staff, children and visitors. Keeping up to date records of all checks, services and repairs.
- To be responsible for the care of the premises, their service contents and to rectify any faults, the checking of the security of the premises when on duty and raising any concerns with the site to the Headteacher and Trust.
- To be responsible for the unlocking and locking of the building at the start and end of each school day. This includes being a registered key holder.
- To liaise with external contractors regarding any maintenance repairs, work or refurbishment of the school environment and report to the Leader of Premises.
- To monitor the cleaning of the building to ensure that all work is carried out in accordance with the cleaning specification.
- To keep all caretaking cleaning equipment in a clean working condition.
- To remove any graffiti.
- To undertake designated cleaning duties during term time and carry out cleaning operations during school closure periods.
- To ensure adequate and complete replenishment of cleaning materials required.
- To check the heating installation daily during the heating season and to maintain fuel supplies and economise in the use of water, gas, electricity, and heating fuel.
- To carry out such portering duties as may be required including the reasonable movement of furniture.
- Erect and dismantle dining tables where appropriate.
- To keep a clear way through snow so that pupils and staff may have ready access to school.
- To clean and maintain grease traps.
- To carry out minor repairs to the building fabric and its fixtures.
- Monitor and replenish washroom consumables.
- Assist with the set-up and removal of furniture for exams / internal meetings, assemblies or external lettings.
- Assist with the upkeep of the whole school grounds and hard standing areas.
- Have basic computing skills for using site systems controlled by a pc and ipad.
- Willing to perform offsite duties at locations linked to the school.
- Assess and maintain the appearance of the site decoration.
- Liaise with external lettings.
- To carry out other duties reasonably deemed to be within the responsibility of the post as requested by the Headteacher or other designated teacher.

Maintenance and minor repairs that could reasonably be undertaken by post holder may include:

External

- Clean out rain-water gullies and road gullies (within school site).
- Picking of litter in planted areas and hedge rows when required.
- Regular sweeping of pathway.
- Replenish washroom consumables.

Internal

- Painting.
- Cleaning of PE equipment when required.
- Cleaning of the building fabric and grounds.

Minor Repairs

- Replace tap washers to sanitary fittings, plugs and chains.
- Clean cut waste traps and chemical diluters in line with CC Health and Safety Guidelines.
- Clean out waste pipes as required.
- Fill holes or depressions in plastered walls.
- Re-fix small items of ironmongery, e.g., toilet roll holders, notices etc.
- Remove graffiti as required.
- Replace and reposition suspended ceiling panels as required.
- Ensure self-close doors operate and adjust as necessary.
- Minor repairs to furniture.
- Replace light tubes and starters up to 3.50m height.
- Set time clocks as required.
- Check setting of thermostats.
- Oil and grease heating equipment, e.g. pumps as required.
- Bleeding radiators as required.
- Ensure that all locking devices are functioning as intended.
- Assist with weekly compliance checks
- Joinery experience
- Plumbing experience

General:

- Enhanced DBS disclosure; and two supportive references.
- Safeguarding and Promoting the welfare of Children and young People: adherence to academy policies and procedures at all times.
- Health and Safety: compliance with academy policy and taking responsibility for relevant risk assessment and personal Health and Safety.
- Confidentiality and Data Protection: compliance with the relevant Acts and observing and maintaining full confidentiality and security for all personnel details, personal, contractual and salary related matters.
- Equality and Diversity: compliance with academy policy and Equality Duty obligations, ensuring all dealings with others are based on respect.
- The post-holder must uphold the Trust's ethos and values, promoting the safety, happiness and well-being of staff and students of the academy.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher/Premises Manager.

Employees of the Trust will be expected to comply with any reasonable request from the Executive Leadership Team/direct line-manager to undertake work of a similar level, commensurate with the grade and job title, which may not be specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to all who may visit or contact the Trust.

Employees are expected to carry out their duties in the most effective, efficient and economic manner.

Employees are expected to be committed to continue their own personal development in the relevant area, undertaking training as deemed necessary and to maintain any relevant certification/qualification compliance for their role.

Employees are expected to participate fully in the staff appraisal review process.

This post is subject to a six-month probation period.



In my role as IT Manager at Omega Multi-Academy Trust, I oversee all of the IT services for all schools. I am in a privileged position to be involved with a lot of colleagues across the trust including Class Teachers, Heads of Year and Directors, as well as students. My role is challenging at times but incredibly rewarding. I've worked in IT in education for over 10 years as there are very few sectors that give you this level of reward and visibility of your actions. During my time here at the Omega Multi-Academy Trust, I have always felt valued and believe my voice has always been heard.

David Lomas
IT Manager

PERSON SPECIFICATION

Job Title: Site Manager

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.

QUALIFICATIONS/TRAINING/KNOWLEDGE

D	No qualifications required as full training will be provided, but a general knowledge / interest of DIY would be preferable including joinery.	A
E	A commitment to continued professional development	A
E	Literacy and numeracy (minimum equivalence of GCSE C/5+ English and Maths)	A

GENERAL REQUIREMENTS

E	Commitment to the Trust's ethos and values.	A/I
E	Commitment to providing a responsive and supportive service.	A/I

EXPERIENCE & KNOWLEDGE

D	Experience not essential as full training will be provided.	A/I
D	Experience of Health, Safety and Welfare legislation	A/I
D	Experience of being a responsible premises key holder	A/I

COMPETENCIES

E	Is an effective communicator with highly developed interpersonal skills	A/I
E	Able to work flexibly in order to support and advise meetings that might be outside the normal working day.	A/I
E	Is able to establish professional working relationships with all key stakeholders	A/I
E	Adheres to and encourages in others professional standards of fairness and integrity	A/I
E	Is committed to safeguarding and promoting the welfare of children and young people	A/I
E	Is enthusiastic, self-motivating and able to prioritise and manage multiple work and deliver to deadlines	A/I
E	Is resilient and responds well to pressure, deadlines, interruptions and conflicting demands	A/I
E	Maintains confidentiality and is able to remain impartial	A/I
E	Possesses a sense of humour, keeps a sense of perspective, and has the ability to maintain a healthy work/life balance	A/I
E	A strong work ethic and commitment to task completion beyond normal working parameters as required on occasion	A/I

PERSONAL QUALITIES & SKILLS

E	To complete administration procedures for timesheets, health & safety check sheets, holiday requests forms and car mileage	A/I
E	Ability to follow written / verbal cleaning procedures	A/I
E	Ability to follow health & safety procedures	A/I
E	Ability to work alone as well as part of a team	A/I
E	Ability to communicate and liaise with user groups and members of the public	A/I
E	Be physically fit and able to work at height or in confined spaces	A/I
E	Organisational skills	A/I
E	Flexible approach to work with an ability to respond to demands of users	A/I
E	Full driving licence required	A/I
E	Must undertake all training provided as required for the post	A/I
E	A commitment to user groups and their needs	A/I
E	Ability to understand and demonstrate commitment to equality and diversity desirable but full training will be provided	A/I

THE SELECTION PROCESS

HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy trust then please follow below information:

- Download the Omega Multi-Academy Trust Application Form and Equal Opportunities Form, found at www.omegamat.co.uk
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Omega Multi-Academy Trust. CVs cannot be accepted.
- Email completed application forms to recruitment@omegamat.co.uk by 9am on Friday, 11th October 2024.

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.



Since joining Omega Multi-Academy Trust I have had the opportunity to expand my role from Safeguarding Administration Officer at a single academy to Safeguarding and HR Administration Officer for the whole trust. During my career within Omega Multi-Academy, I have been offered a variety of training opportunities to develop my professional progression, which I have embraced. I have always felt extremely supported by management and my colleagues, especially when I have encountered challenging personal experiences. I have always been treated with sensitivity and empathy in these situations, which I have appreciated greatly. I feel incredibly lucky to work in such a dynamic environment, that encourages me to grow and challenge myself, and makes me feel that all my contributions are appreciated.

Maria Hartless

Safeguarding & People Services Administration Officer

STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK

STAFF WELLBEING & BENEFITS



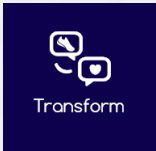
Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



Video or phone consultation with a GP at a time that suits you.



Legal, money advice and personal support and guidance.



Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



I originally started working at Great Sankey High School and have been very lucky to be part of the journey from maintained school, to an academy to a multi-academy trust, which has offered me the opportunity to now be Finance Manager for Omega Multi-Academy Trust.

Omega Multi-Academy Trust has a friendly and welcoming atmosphere and it is a privilege to be a member of a team which has such strong core values, providing a safe and supportive learning environment for all staff and students. The positive interaction with colleagues contributes to a sense of belonging and a knowledge that together we can overcome any obstacle or challenge that we are faced with.

Alison Tomlinson
Finance Manager



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