



Site Manager
Candidate Pack
2024





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About us



Havelock Schools are a place where each individual is encouraged to shine and develop to their full potential, staff and pupils alike are proud to be a part of our schools. We believe that everybody is unique and our role is to cherish that individuality, whilst working together as part of a learning community.

Everybody can succeed through determination, hard work and encouragement, which is why learning behaviours are so important to our philosophy – we stick at it when the going gets tough and ‘never, ever, ever give up’. We also believe that true and deep learning happens when we find things tricky.

As a federated Infant and Junior School we cover ages 4 to 11 years and the schools combined can accommodate approximately 630 children in a 3 class intake from Reception to Year 6. From September 2013 The Havelock Schools gained academy status and is part of the Pathfinder Schools Trust.

In March 2016 Havelock Infant School was inspected and successfully gained an OFSTED ‘outstanding’ status. In June 2023 Havelock Junior School was inspected and successfully retained its OFSTED ‘good’ rating.



Ethos & Values

Vision statement

Havelock Schools
unlocking the door to
lifelong learning – a place
where everyone is
inspired to reach their full
potential

Our responsibilities

- Be ready
- Be respectful
- Be safe

Mission and Aims

- To provide creative, personal, physical, moral and spiritual development
- To promote learning that excites, inspires and motivates all
- To empower and value individuality in order to develop confident learners prepared to face our changing world
- To create a welcoming and nurturing community where children feel safe and valued and diversity is celebrated
- To provide an engaging and progressive curriculum that promotes curiosity, challenge and choice
- To have high expectations that develop positive resilient thinkers who are not afraid to fail, have motivated minds and a passion for learning
- To encourage and motivate independence by promoting positive thinkers, problem solvers and resilient learners able to reach their full potential
- To share and value experiences as part of a collaborative team, showing mutual respect for all members of our learning community





Career development



We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning. We also provide our staff with access to accredited qualifications and training.

Apprenticeships-Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

Early Career Framework-We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) delivering the new Early Career Framework. Our Early Career Teachers benefit from our specialist skills in the new framework.

National Professional Qualifications (NPQ'S)-Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the new National Professional Qualifications (NPQ) training programmes to schools from November 2021. The new qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

“ ”

What our
staff
appreciate
most

Wonderful
colleagues (friends) I
can feel proud that
we do our best for
our children

The approachability of
SLT
if I have an idea that I
believe would benefit
students

The fantastic
people that I work
with. The children
that I get to work
with

The effort and
time people put into
the job

Supportive
leadership,
supportive
colleagues

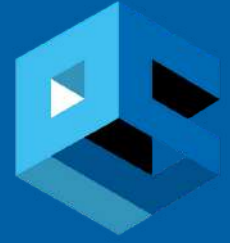
Work life balance

Friendship &
team work

The supportive team,
feeling valued

How we care for
our children

Being part of Pathfinder Schools

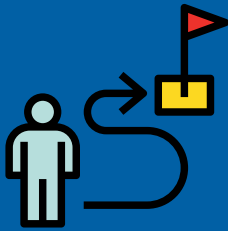


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by our unshakeable belief in the power of education to change lives. We believe that staff and pupils can flourish when they are happy and well-supported. We are inspired by the challenge of providing children with a rich tapestry of experiences that allow them to explore the world and their place in it.

We are passionate about our values of **Aspiration, Responsibility and Courage**, we believe that when people feel respected and included they can be more creative, innovative, and successful.

One Trust, transforming lives and communities, inspiring greatness

Our purpose



Our Trust is a growing family of schools, built on a commitment to the development of the children and young people in the communities we serve.

We exist to deliver the very best educational outcomes for every learner.

Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

Our vision



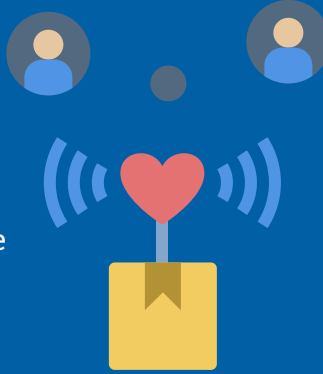
Together we want to develop inspirational schools which instil **Aspiration, Responsibility and Courage** in every learner, enabling them to find the greatness within them.





Our strategic objectives

- Every school a great school
- Every school an inspiring place to work and learn
- Every school a school of choice in the community
- Every school expertly supported by a strong central team



Our Values

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

Our Values

Aspiration



We aim high

Everyday we aim to be the best we can be. We are all striving to reach our own personal greatness. We recognise that we do not all start from the same place and we work to enable all to overcome barriers and achieve their full potential.

Responsibility



We play our part

We believe that we are all responsible for making Pathfinder Schools an inspiring place to work and learn. We hold ourselves accountable for our own actions, admit when we have failed against our own standards, feel comfortable asking for support and always strive to be our best selves.



Courage – We are brave

We are a Trust that faces challenges directly, we are honest about the decisions we make and the reasons for them. We support each other through difficult times in our learning and in our lives. We have the strength to persevere in the face of difficulty, uncertainty and challenge.

Site Manager

Advert



Contract type

- Permanent
- Full Time
- 37 hours per week, 52 weeks per year
- Split shift - 2-week rotation

Salary

- Grade G Points 8 - 12
- £24,702 - £26,421 per annum pro rata

Interviews

- To be confirmed

Start date

- April 2024

How to apply

To apply, please complete a Pathfinder Schools support application form, which can be downloaded from the vacancies page of the website:

www.pathfinderschools.org.uk/join-us/vacancies

Completed application forms should be sent to:
recruitment@pfschools.org.uk

Find out more

We would like to take the opportunity to invite prospective applicants to come and see our schools in action, and ask any questions you may have. To arrange a visit, please contact Sharon Bindley, Business Manager, on 01536 760361 or email sbindley@havelock.pfschools.org.uk

Havelock Schools are a place where each individual is encouraged to shine and develop to their full potential, and staff and pupils alike are proud to be a part of our schools. We believe that everybody is unique, and our role is to cherish that individuality, whilst working together as part of a learning community.

We currently have a vacancy for Site Manager, our Site Team are responsible for providing a safe and secure environment for pupils, staff and visitors. Post holders will be required to carry out lock/unlock procedures as well as caretaking and maintenance duties. It is a very busy and physically demanding role.

We are looking for individuals who are reliable, hard working with a flexible approach, if this sounds like you, we would love you to join our team.

Havelock Safeguarding Policies and Procedures are available on their website, which can be accessed at the following web address : [Havelock Schools - School Policies & Reports](#)

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust, we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

KCSiE 2022 - Online searches

As part of our rigorous Safer Recruitment process, Pathfinder Schools has adopted the practice of online searches for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.

Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is passionate about its values of Aspiration, Responsibility and Courage, we believe that when people feel respected and included, they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.

Site Manager

Job Description



Responsible to: Business Manager

The purpose of the post: to support the staff, Executive Head Teacher and School Governors in the maintenance and development of the premises so that as a resource it most effectively supports the educational needs of the school.

Job Outline:

Under the direction of the Headteacher/Business Manager, and in accordance with the practices and procedures of the Local Authority and /or Pathfinder Schools, the Site Manager will be responsible for:-

- Security of the premises and contents
- Health & Safety/Risk Assessments
- Energy management and plant operation
- Porterage and minor maintenance services
- Management of cleaning staff to ensure acceptable standards are met
- Monitor maintenance contracts to ensure best value
- Management of the external use of school facilities
- Maintain good public relations
- To actively participate in school policies, practices and procedures to safeguard all children
- Such other duties as may reasonably be required by the Governors and Headteacher from time to time.

The job description reflects the major tasks to be carried out by the postholder and identifies a level of responsibility at which the postholder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the postholder.

Job Detail Security:

- To be one of the designated keyholder's and principal contact for police and emergency services out of normal school hours;
- To ensure the security of the premises and contents whilst on duty, unlock and lock up at times determined by the respective EHT. Ensure the security of the premises following forced or illegal entry;
- Manage the activities of contractors to ensure the security of the building and contents, and ensure that such visits do not unduly interrupt the work of the school.
- Ensure that fire and burglar alarms are in working order at all times. Report deficiencies and arrange repair, recharge or resetting as appropriate. Maintain appropriate service records of all emergency equipment.
- Manage call out duties as required
- Complete designated sheets for areas of responsibility within the Fire Log, ensuring checks are made in accordance with recommended schedule.

Health & Safety/Risk Management:

- Liaise with the Finance & Admin Manager and report on any relevant issues to be fed back to the H & S Committee.
- Ensure that all paperwork in relation to Health & Safety is completed satisfactorily and to specified deadlines.
- Be conversant with the latest Health & Safety regulations and requirements and be prepared to attend training where required and identified
- Ensure termly checks of ladders, fixed play equipment and asbestos (visual) are carried out. Monitor records.
- Ensure regular fire drills (six a year, one per term) are carried out and any failures are reported and addressed.
- Monitor records of weekly/monthly checks as well as termly fire drills, as detailed in the Fire Precautions Log Book. Maintain records.
- Carry out annual[R1] Grounds Maintenance Inspection and Assessment. Maintain records.
- Carry out an annual Fire Risk Assessment and Arson Prevention Checklist. Prepare and implement Action Plan for works/recommendations. Maintain records.
- Carry out an annual Buildings Audit. Maintain records.
- Manage COSHH Substance Assessments. Maintain records.
- Manage Legionella control inspections. Maintain records.
- Manage Asbestos Management Plan
- Liaise with the Admin Manager to ensure where necessary, Personal Evacuation Egress Plan (PEEP) are carried out for mobility, visual and hearing-impaired pupils and staff and organise any 'reasonable adjustments'.
- Manage risk assessments of site management activities. Review risk assessments in line with recommendations.
- Maintain hazard reporting system, including identifying 'near misses'.
- Ensure notification of appropriate agencies where there is a pest or vermin problem, and resolve the problem as directed.
- Seek respective approval from NNC and/or Borough Council for necessary permissions i.e. planning, building control.

Energy Management and Plant Operation:

- Manage energy consumption, maintain records as instructed and produce periodic reports for the school management as required;
- Manage the replacement of light sources as required, using approved access equipment where necessary;
- Operate, maintain and supervise timings of heating plant equipment;
- Ensure the gas and electricity meter readings are read and reported on a monthly basis to the appropriate provider.

Porterage and Maintenance:

- When appropriate, receive, check and distribute deliveries and submit related documentation to the school office as necessary;
- Monitor consumption of cleaning /maintenance consumables, e.g. soap, paper towels, toilet rolls etc.
- Manage the storage, movement of furniture and equipment in accordance with the pattern of activities in the school, or the requirements of persons/groups using the premises outside school hours;
- Manage the minor maintenance and repairs to plant, equipment, furniture and the fabric of the building including making good abuse of the premises, painting of classrooms and corridors;
- Liaise with contractors to ensure smooth running of the building during maintenance work at minimum impact on the school's normal operation;

- Manage grounds maintenance and horticultural duties, to include pedestrian mowing, bed maintenance, replenishment of bark. Tree pruning to be actioned within H&S guidelines on height. Supervise general weeding/sweeping by cleaning staff.
- Manage waste management. Arrange the safe disposal of all waste materials, equipment and furniture beyond repair. Ensure the safe and hygienic condition of the waste collection point;
- Subject to reasonable access, ensure that all gullies, gutters and rainwater pipes are cleared and free running;
- Ensure that all emergency exits are in good working order and free of obstruction;
- Ensure that all paths and approaches to the premises are kept clear of snow, ice and obstructions, and supervise and/or apply grit/salt as appropriate;

Responsibilities for Cleaning and Staff:

- Manage the cleaning staff and direct their work as required, and maintain the upkeep of the premises during school closure;
- Ensure the regular and effective cleaning of designated areas
- Ensure that all hard areas, play areas, paths are kept neat and tidy and free of litter;
- Provide line management for cleaning staff and site supervisor;
- Monitor and provide 360 feedback on cleaning staff upon annual appraisal
- Assist in the training of cleaners and site supervisor where necessary.

Asset Management:

- Monitor the physical condition survey. Liaise with the Finance & Admin Manager in implementing both strategic and non-strategic works in line with the EHT whole school development plans.
- Support project management companies (Pathfinder Schools agreed) with implementation of approved bids within the capital improvement fund program
- Ensure Termly Maintenance Inspections are scheduled and carried out at specified intervals
- Support with the annual audit of the Asset Registers (Furniture and IT Inventories) and liaise with relevant staff to ensure the Asset Registers are kept updated.
- Produce and implement a termly maintenance program which identifies and schedules preventative works, cyclical tasks, assessments, reviews, servicing etc.
- Identify repairs, maintenance works, and projects to be included within the annual School Development Plan/Premises Plan, including estimates of cost.

External Use of School Facilities:

- Assist with the management of external agencies and hirers when required;
- Supervise lettings and liaise with the School Management and individual hirers when required;
- Ensure that all facilities are in a clean and acceptable state prior to the letting, and that they are returned to school use in an acceptable state following outside use;
- In consultation with the EHT, work to maximise the effective hire of facilities and the generation of income consistent with the education requirements of the school.

Public Relations:

- Maintain good relationships with pupils, staff, visitors and users of the school's facilities;
- Visitor control during day-time and evening meetings, courses, events Etc.

General:

- Such other duties as may reasonably be required by the School Governors and EHT from time to time.
- The Site Manager has authority to plan, organise and approve works within an agreed budget allowance.

Site Manager



Person Specification

AF = Application Form I = Interview

Essential Specifications & evidence provided:		Specifications that would be desirable for this position:	
Qualifications			
<ul style="list-style-type: none"> Hold recognised training/qualifications associated with premises management or have relevant experience in the role 	AF/I	<ul style="list-style-type: none"> COSHH qualification NEBOSH qualification 	AF AF
Experience/Knowledge/Skills			
<ul style="list-style-type: none"> Experience/Skills Experience in a Facilities Management role. Good literacy and numeracy skills Good communication skills Good problem-solving skills Sound organisational, planning and negotiating skills Able to maintain appropriate records, consistent with the requirements of the MCLP, the school, as well as legal responsibilities. Significant experience or skills in a trade Have an ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests The ability to understand and apply regulations such as Health & Safety, manual handling, COSHH Competence in basic building repairs and maintenance, such as; <ul style="list-style-type: none"> to put shelves up complete internal and external painting, including preparation of surfaces before painting repair cracks in plaster work, fill, sand and paint to make surfaces good deal with minor unblocking of drains and guttering routine maintenance of playground equipment assemble furniture <p>the list is not exclusive nor exhaustive</p>	AF/I AF/I I AF/I AF AF AF AF/I AF	<ul style="list-style-type: none"> Previous experience of working within a school First Aid at work qualification An understanding of safeguarding in relation to a school/academy setting Have a clean driving licence and be prepared and qualified to undertake driving duties associated with the post- (insurance will need to include for business use) Experience of, or a qualification in, Risk Assessing 	AF AF AF/I AF/I AF/I AF/I

Site Manager



Person Specification

AF = Application Form I = Interview

Essential Specifications & evidence provided:		Specifications that would be desirable for this position:	
Experience/Knowledge/Skills			
<ul style="list-style-type: none"> An ability to use small industrial, electrical and mechanical equipment Experience of managing staff Experience of managing a budget An ability to work on their own initiative, to make decisions and to work without supervision Willingness to keep up to date with changes to regulations and legislation within relevant industries Previous experience of working within a school or academy 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>I</p> <p>I</p>		
Written Application			
<ul style="list-style-type: none"> A well-constructed application with good literacy skills demonstrated. 	AF		
Equal opportunities			
<ul style="list-style-type: none"> A commitment to equal opportunities. 	I	<ul style="list-style-type: none"> Examples of good practice from their own experience. 	AF/I
Dress Code			
<ul style="list-style-type: none"> Wear the correct PPE. Be presentable at all times. 	<p>I</p> <p>I</p>		
Safeguarding			
<ul style="list-style-type: none"> A commitment to safeguarding and promoting the welfare of children and young people Willingness to provide an Enhanced DBS 	<p>I</p> <p>I</p>		

Contact us



1 Visit us Havelock Schools
Havelock Street,
Desborough
Northamptonshire,
NN14 2LU

2 Call us Infants : 01536 760486
Juniors : 01536 760361

3 Email sbindley@havelock.pfschools.org.uk
us

4 Visit www.havelockschools.org.uk/
our
website

