



LEARNING TRUST

Standing Together, Learning Together



## Candidate Information Pack Site Manager

Closing Date 13<sup>th</sup> December 2023 at 9.00 a.m.  
Interviews to be held W/C 18<sup>th</sup> December 2023



**SOUTHLANDS**  
HIGH SCHOOL  
Endeavour for Excellence



Standish Community  
High School

be Outstanding!



**Chief Executive Officer: Neil Moore**

It is with great pleasure that I introduce you to Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

**Who we are:**

The Mosaic Learning Trust was established in 2017. The work for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments by dedicated members of support.

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

**Southlands High School** believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

November 2023

Dear Applicant,

**Site Manager Full time 1.0 FTE, Permanent Contract**

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Information about Standish Community High School
- ❖ Exam Results
- ❖ Job Description
- ❖ Person Specification
- ❖ Arranging a Visit/Application Process

Standish Community High School is advertising for a Site Manager to commence as soon as possible.

The successful candidate will assist the Estates Manager and Chief Operations Officer in the provision of efficient and effective site services to ensure the school achieves its stated aims and objectives. They will also contribute ideas and strategies and take an active lead in the planning, development, and implementation of the day-to-day management of the school's facilities and the Site Team's duties.

The working hours will be 37 hours per week working Monday to Thursday 8.00 a.m. to 4.00 p.m. and Fridays 8.00 a.m. to 3.30 p.m. However, flexibility is essential as the post does require shift cover and call outs.

This full-time role will be based at Standish Community High School, however as we are part of Mosaic Learning Trust, there may be occasions when you will be required to work at other schools within the trust.

You can apply by filling in a School application form found on the School Website, [Home | greater jobs](#) website, or alternatively you can apply via [gov.uk Teaching Vacancies](#). Late applications will not be considered. Completed application forms should be forwarded by email to: [recruitment@standishchs.wigan.sch.uk](mailto:recruitment@standishchs.wigan.sch.uk)

Applications will be considered as soon as they are received, and the closing date will be Wednesday 13<sup>th</sup> December 2023 at 9.00 a.m. Interviews are scheduled to take place W/C 18<sup>th</sup> December 2023. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton  
**Trust H.R. Manager**



# Standish Community High School

November 2023

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent post of Site Manager at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1300 students. In our most recent Section 8 Ofsted Inspection carried out in October 2021, we retained the judgement of “good”. However, we continue to work relentlessly to achieve “outstanding” (<https://files.ofsted.gov.uk/v1/file/50173438>)

Our attainment figures place us amongst the top non-selective state-funded schools in England. This accolade has contributed to our designation as a Leading-Edge school by the Secondary Schools and Academies Trust (SSAT). Standish Community High School has been placed in the top 10% of non-selective schools nationally for attainment and we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication, and professionalism of our staff. We were delighted that our successes have continued in 2023 with our outstanding GCSE results.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focused on and determined to unleash the potential in all students irrespective of background or ability.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the Headteacher at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mrs L Barker  
**Headteacher**

## EXAM RESULTS

	2019	2020	2021	2022	2023
<b>Attainment 8</b>	54.6	n/a	n/a	56.1	53.2
<b>Progress 8</b>	0.24	n/a	n/a	0.21	0.09

Standish	2019	2020	2021	2022	2023
<b>5 x 9 – 4 including English and Maths</b>	81	81	85	78	71
<b>English and Maths Grade 4 and above</b>	85	85	88	82	75
<b>3 9 – 7</b>	38	40	41	42	38
<b>5 9 – 7</b>	24	28	25	30	27

<b>English Grade 9 – 4</b>	92	93	94	92	89
<b>English Grade 9 – 5</b>	82	84	86	84	78
<b>English Grade 9 – 7</b>	44	42	40	52	40

<b>Maths Grade 9 – 4</b>	85	85	87	84	77
<b>Maths Grade 9 – 5</b>	62	66	66	69	61
<b>Maths Grade 9 – 7</b>	24	29	30	27	26

Standish Subjects	Grade 8s & 9s – 2019	Grade 8s & 9s – 2020	Grade 8s & 9s – 2021	Grade 8s & 9s – 2022	Grade 8s & 9s – 2023
<b>English Language</b>	45	45	48	60	41
<b>English Literature</b>	47	50	57	52	38
<b>Maths</b>	29	38	38	25	25

## JOB DESCRIPTION

INTRODUCTION	
<b>Post Title:</b>	<b>Site Manager</b>
<b>Purpose:</b>	To assist the Trust Estates Manager in the provision of efficient and effective site services to ensure the school achieves its stated aims and objectives. To contribute ideas and strategies and take an active lead in the planning, development, and implementation of the day-to-day management of the school's facilities and the Site Team's duties. Take a lead role on Health and Safety, ensuring compliance and statutory regulations are met
<b>Responsible to:</b>	Trust Estates Manager
<b>Liaising with:</b>	Headteacher, Chief Operations Officer, teachers, support staff and outside agencies
<b>Working time:</b>	37 hours per week, Full Year 8.00 a.m. – 4.00 p.m. Monday – Thursday and 8.00 a.m. – 3.30 p.m. Friday There will be occasional shift cover (Early Shift – 6.30 a.m. to 2.30 p.m. Monday – Thursday 6.30 a.m. to 2.00 p.m. Friday / Afternoon Shift - 11.30 a.m. to 7.30 p.m. Monday – Thursday 11.30 a.m. to 7.00 p.m. Friday – If the school is open for events the finish would extend to 9.00 p.m.)  Flexibility for responding to calls outside the normal working hours as a result of break-ins or security alarm activation.
<b>Salary /Grade:</b>	Grade 6 (SCP 14 - SCP 20) Actual salary £ 27,334 – £ 30,296 per annum
<b>Disclosure Level</b>	Enhanced
Main Duties/ Job Outline	
<p><b>Key duties</b></p> <ul style="list-style-type: none"> <li>• Day to day management of the school's operational areas, ensuring the buildings and premises are kept to a high standard of cleaning and repair and are safe for all users.</li> <li>• Responsibility for the resolution of all site related issues. Produce, update and maintain a Site Development plan, identifying and prioritising maintenance requirements.</li> <li>• Assist the Trust Estates Manager and Chief Operations Officer in development of strategy in relation to the operational areas managed.</li> <li>• Prepare, plan and organise maintenance programmes for all site related needs.</li> <li>• Prepare, plan, organise and record compliance checks.</li> <li>• Monitor energy use and associated costs, engaging staff and students in cost saving efficiencies.</li> <li>• Plan and organise own workload in accordance with the needs and priorities of the school</li> <li>• Organise, manage and supervise Site Staff duties.</li> <li>• Undertake recruitment, appraisal and training of Site Staff as needed.</li> <li>• Manage any contracts related to the operational area in liaison with the Trust Estates Manager and Chief Operations Officer.</li> <li>• Manage school building/premises projects involving outside contractors.</li> <li>• Monitor and manage grounds maintenance programme.</li> <li>• Monitor and manage the schools letting provision.</li> <li>• Monitor and manage any other SLA's or agreements that fall within area of responsibility.</li> <li>• Ensure all premises maintenance and operational equipment is maintained in a safe working order and organise repair/ replacement as necessary, carrying out repairs personally, where able.</li> <li>• In liaison with the Trust Estates Manager and Chief Operations Officer, manage operational budgets relating to the Site and Grounds.</li> <li>• Manage the school minibus, ensuring MOT's, checks, tax, servicing and any other requirements are met for safe operational use. Ensure bus is always fully fuelled and cleaned.</li> <li>• Undertake any training appropriate to role.</li> </ul>	



## Security

- Act as key holder and carry out security procedures for the building and grounds including the routine and non-routine opening and securing of the premises. Responding to calls outside the normal working hours as a result of break-ins or security alarm activation. **Please note** – *this service is provided by an outside agency and the post holder will only be called out as a last resort.*
- To attend site out of working hours if required, to make recommendations to the Head of School on unavoidable school closures.
- Provide access to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with workers and contractors and managing contractor activity on site.

## Health and Safety

- To act as Health and Safety Officer for the school and to be responsible for all aspects of H&S connected with the school premises and site, ensuring compliance with all statutory regulations.
- Help to create, implement and monitor H&S procedures across the school, ensuring staff are trained, fully aware of their responsibilities and are kept up to date with relevant legislation.
- Undertake regular testing of the school's fire alarm and intruder alarm systems, maintaining records.
- Complete Legionella tests and keep accurate records.
- Ensure termly fire evacuations are carried out and maintain appropriate records.
- Undertake annual lockdown drill and keep appropriate records.

## Supervisory

- Manage and coordinate the work of the Site Team to ensure that school procedures are properly implemented and that outputs are accurately recorded.
- Manage the performance of staff, following school policies and procedures e.g., sickness monitoring.
- Identify and act upon opportunities for improving procedures and processes within team or work area, to support the continuous improvement of services across the Trust
- Act as a technical reference for the team, providing guidance on the more complex issues and monitoring adherence to relevant standards.
- Train others in the use of specialist equipment, systems, or work methods in order to support the development of the team or service.

## Other specific duties

- Maximise opportunities for income generation, assisting in the preparation of bids for additional funding.
- The Trust and School expects flexibility within the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities. They may also be expected to work at other schools within the Trust on occasion.

## Skills, Knowledge and Experience

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person.
- GCSE or equivalent plus experience of working in a similar role OR specialised skills acquired through significant on the job experience
- Comprehensive understanding of the work practices, processes and procedures relevant to the role
- Experience of supervising staff, including ability to delegate and track performance
- Empathy and sensitivity to the needs of staff
- Good written and verbal communication skills

## Problem Solving

Because of changing priorities and differing situations, the jobholder has the latitude to consider which among many procedures should be followed. Differing situations requiring the identification and solution within the area

of expertise and acquired knowledge, occasionally new facts may need to be sought.

**School Ethos**

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school’s corporate policies.
- Comply with the school’s health and safety policy and undertake risk assessments as appropriate.

**SIGNATURES**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed .....  
(Site Manager)

Signed .....  
(Headteacher)

Dated .....  
(Site Manager)

Dated .....  
(Headteacher)

**SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE**

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





# PERSON SPECIFICATION

## Site Manager

Aspect	Essential / Desirable	Application/ Interview / Reference
<b>Experience</b>		
Experience of using a range of computer packages i.e., Microsoft Office & Every	E	A, I
3 years relevant experience of in a similar or related role	E	A, I
Experience of operating to and managing a budget	E	A, I
Supervisory / Team Leadership Experience	E	A, I
<b>Training &amp; Qualifications</b>		
Minimum of 3 GCSE's Grades (A to C) including Math's and English	E	A, I
Health and safety Qualification (IOSH / NEBOSH or similar)	D	A, I
<b>Knowledge &amp; Understanding</b>		
<b>Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post</b>		
A thorough understanding of health, safety and security issues in schools or have transferable skills	E	A, I
A thorough understanding of continuous improvement and planned maintenance	D	A, I
A thorough understanding of and personal commitment to equality of opportunity	E	A, I
<b>Personal Skills, Abilities and Competencies</b>		
<b>Applicants should be able to provide evidence that they have the necessary skills and abilities required</b>		
Ability to deliver polite, courteous and efficient service	E	A, I
Good communication skills to deal with staff, students and visitors	E	A, I
Ability to use initiative to respond and resolve problems	E	A, I
Ability to work effectively as part of a team and individually	E	A, I, R
Ability to lead and work in accordance with the school's health and safety policies	E	A, I
Maintain confidentiality where appropriate	E	A, I
Adaptable, flexible, diplomatic, tactful and committed to success	E	I, R
Willingness to work occasional unsociable hours	E	I, R
Understanding procedures with regards to Safeguarding	E	I, R
Ability to organise one's own work, to prioritise tasks and keep to deadlines	E	A, I
Full driving license	D	A
<b>Personal Qualities</b>		
Tact and a sense of humour	E	A, I
A personal and friendly nature	E	A, I, R
Approachable, team player with a willingness to ensure tasks are completed on time	E	A, I, R
<b>Application</b>		
Accurate completion of school or gov.uk application form	E	A
Letter which addresses person specification, evidence in letter and application	E	A
High standards in spelling and writing	D	A
<b>Legal Issues</b>		
Legally entitled to work in the UK	E	A, I
Enhanced DBS Clearance	E	

## Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Amy Unsworth, who will arrange a suitable time: 01257 478731.

## Application process:

To apply, please use the school or Gov.uk application form.

Advertising date: 29<sup>th</sup> November 2023  
Closing date: 13<sup>th</sup> December 2023  
Short listing: 13<sup>th</sup> until 15<sup>th</sup> December 2023  
Interview date: W/C 18<sup>th</sup> December 2023

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Standish Community High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website [www.standishchs.wigan.sch.uk](http://www.standishchs.wigan.sch.uk)

When completing your school application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.

