



Belong. Believe. Achieve. Grow.

Applicant Information Pack:
Site Manager

Closing date: 12pm Monday 4th November 2024

Applications can be made via
completing the [application form](#).

To arrange a visit or apply, contact:

Pippa West – PA to Headteacher
pippa.west@hawthorns.wokingham.sch.uk tel. 0118 979 1676

“Leaders are determined that pupils do well and want the **best for every child.**”

Ofsted 2022



Contents

Our school	4
Job description	5
Person specification	8
About Wokingham	9
The process and how to apply.....	11
How we use your data.....	11

Are you practical, flexible & resourceful?

Join our friendly school community.

NJC Grade 5 [Salary range: points 12-17 - £26,421-£28,770] Full-time, Permanent | 37 hours per week, working split shift: 7:00-10:00 and 15:10-19:30 year round. | Immediate Start

We are seeking to appoint an experienced and highly motivated Site Manager to confidently manage our beautiful school by ensuring that the building, facilities and grounds are maintained to a high standard and are safe and secure.

We offer:

- A supportive, friendly team of colleagues in a school where everyone is valued
- A school with a strong sense of community, well supported by parents and governors
- A thriving, well-resourced and popular school with extensive and attractive grounds

As Site Manager you will:

- Have excellent interpersonal and communication skills
- Be flexible, adaptable and proactive when working alone and as part of a team
- Have proven experience in buildings maintenance and take responsibility for the day-to-day maintenance and ongoing improvement of our school premises and grounds
- Be knowledgeable of relevant Health and Safety legislation
- Think on your feet to deal with emergencies and resolve problems as they arise
- Have experience within the field of plumbing, electrical work or carpentry

To arrange a visit or apply

Pippa West – PA to Headteacher - pippa.west@hawthorns.wokingham.sch.uk

tel. 0118 979 1676

Applications can be made via the [application form](#) on our school website and will be considered upon receipt

Closing date: 12pm Monday 4th November 2024 | **Interview date:** To be arranged

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.



Our school

The Hawthorns Primary School is a thriving and popular school at the heart of leafy Woosehill, with a strong sense of community. We are fortunate enough to have a well-equipped attractive building with spacious grounds. Our dedicated, professional and knowledgeable staff aim to provide the best education they can for all our children. We are well-supported by our enthusiastic and active governors and parents.

At The Hawthorns, we pride ourselves on our caring and friendly ethos, where everyone is encouraged to flourish as we nurture, develop and celebrate all talents and gifts. Our children come to school eager to learn and we aim to encourage this positive attitude by providing them with learning opportunities that are memorable, challenging and tailored to the way each child learns best.

We place children at the heart of everything we do, with the priority to keep them safe and happy. Our vision is underpinned by our core values of **Belong. Believe. Achieve. Grow.** The ethos of our school, our curriculum, policies and practice, and all that we put into place for our community, grow from these roots.





Job description

Salary

NJC Grade 5 [Salary range: points 12-17 - £26,421-£28,770]

Reporting to

Office Manager

Contract

Full-time, Permanent

Start Date

Immediate

Job purpose

As Site Manager you will be responsible for the day-to-day management, operation, security, safety, cleanliness and general maintenance of the school site.

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs
- Supervision of school cleaning staff
- Promoting health and safety around the school
- All other aspects of site management, such as supervising external contractors, and site use and development planning

Duties and responsibilities

General duties

- Carry out portorage duties, such as moving furniture and equipment around the school, arranging chairs and equipment in the hall for performances.
- Maintain the general school premises, furniture and fittings, and report any issues to line manager
- Carry out small repairs and DIY projects
- Arrange for major repairs and works to be carried out including sourcing quotations from contractors in consultation with the Office Manager.
- Undertake the day-to-day management of the maintenance, cleaning supplies and hygiene budgets, reviewing these monthly.
- Meeting regularly with the Office Manager advising of any maintenance or repair work as necessary.
- Arrange a programme of work for renewal/redecoration with the Office Manager on a termly basis and carry out any agreed improvements ensuring compliance with Health and Safety standards
- Advise on site development projects and make recommendations on site use
- Order/purchase equipment and supplies within the budget agreed with school management, ensuring value for money is obtained.
- Confidently and proactively use the school's management system (Smartlog) to log checks, inspections, maintenance work and keep records which are shared with the Office Manager and Headteacher to ensure total H&S compliance.

Cleaning

- Carry out daily cleaning of allocated areas
- Ensure that playgrounds, paths and driveways are in a satisfactory clean condition and free from litter.
- Carry out ad-hoc cleaning duties, such as litter picking, window cleaning and arranging the disposal of waste
- Clean external drains and gullies
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, cupboards and other frequently used spaces on school premises
- Take responsibility for the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
- To issue soap, toilet rolls and paper towels and such other items as required by the school.
- Ensure that protective clothing is worn as required and safe working methods are adopted.

Security

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are carried out.
- Patrol the site to check for hazards, damage and intruders.
- Alert the Office Manager to any risk to a breach of security.
- Carry out specified procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Prevent trespassing and unauthorised parking on the school premises.
- Advise the Headteacher on all matters relating to school security and safety

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to line manager
- Carry out the testing on the fire alarm system on a weekly basis, recording results in the Fire Logbook.
- To routinely monitor the operation of the fire doors, lighting, heating, plumbing and security systems.
- Provide safe access to the school in cold weather conditions
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work
- Make sure the use and storage of chemicals is in accordance with COSHH and that all staff who have access to these have been appropriately trained
- Ensure all allocated equipment and materials are stored safely in order to prevent potential accidents/misuse.
- Undertake termly Health & Safety inspections with the Health & Safety committee, reporting to Governors and acting upon any issues highlighted.

Line management

- Manage the cleaning team on a daily basis and ensure the smooth running of the team
- Supervise, allocate work to, and carry out induction and on-the-job training of cleaning staff
- Manage cleaner absence ensuring the cleaning duties are sufficiently covered by other available staff
- Carry out performance management duties and make sure all staff in team have relevant, required training
- Manage and monitor the performance and standard of cleaning carried out by the cleaning contractor.
- Liaise with the cleaning contractor supervisor, as necessary, to maintain standards, keeping the Office Manager informed of any breaches to contract
- Organise the school holiday periodic cleans
- Manage and oversee the contractual grounds maintenance company

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals.
- To ensure the school grounds remain tidy and the equipment kept in good order
- Recognise own strengths and areas of expertise and use these to advise and support others
- Identify appropriate training opportunities to keep up to date and develop own knowledge and skills
- Participate in training on INSET days and other learning activities and performance management processes adopted by the school.
- Ensure that cleaning staff carry out their duties professionally and effectively
- Build good relationships with contractors and external visitors, effectively communicating at all levels
- Liaise with contractors or external agencies, as appropriate, regarding access to the site.
- Ensure contractors and external visitors comply with security, safeguarding and health and safety policies and procedures while on school premises
- Direct, inspect, monitor and record contractor's work performance assisting the Office Manager or other appropriate manager in ensuring that the work is completed in line with the specification and carried out to the required standard. Take any appropriate action to resolve problems.
- Responsibility, by negotiation with the Headteacher, for various out of hours work on evenings and weekends when it is related to school activities.

Letting:

- Cover lettings of the school premises, as required and in accordance with the Lettings Policy.
- Letting duties includes opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.
- Attendance on site during lettings outside normal working hours.

Other areas of responsibility

- The Site Manager will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff Code of Conduct.
- Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Site Manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description forms part of the contract of employment of the person appointed to this post.

It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.



Person specification

Qualifications and training

	Criteria	Essential	Desirable
1.	Level 2 Award in Support Work in Schools		✓
2.	Health and safety qualifications		✓
3.	First aid qualifications		✓
4.	Good standard of general education e.g. GCSE English, Mathematics and Science		✓

Experience

	Criteria	Essential	Desirable
5.	Caretaking		✓
6.	Building maintenance work and repairs	✓	
7.	Security including alarm systems		✓
8.	Cleaning work		✓
9.	Some DIY	✓	
10.	Working in a team	✓	
11.	Supervising/managing a small team of staff	✓	
12.	Working with contractors	✓	
13.	Previous experience of working in a school or in a similar role		✓

Knowledge and understanding

	Criteria	Essential	Desirable
14.	Good knowledge of health and safety regulations	✓	
15.	Ability to work flexibly, independently and as part of at team	✓	
16.	Basic DIY skills	✓	
17.	Ability to plan, organise and prioritise	✓	

Skills and abilities

	Criteria	Essential	Desirable
18.	Good written and oral communication skills	✓	
19.	IT literate		✓
20.	The ability to form and maintain good working relationships with staff, contractors, external visitors, parents and other stakeholders	✓	
21.	Excellent communication and interpersonal skills	✓	
22.	To be highly proactive and be able to work independently	✓	
23.	The ability to remain calm in challenging situations, give advice and find solutions	✓	
24.	Able to work flexibly and out of school hours as required	✓	

Personal qualities

	Criteria	Essential	Desirable
25.	Commitment to promoting the vision, ethos and values of the school and getting the best outcomes for all pupils	✓	
26.	A commitment to uphold the school's code of conduct	✓	
27.	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	✓	
28.	Ability to work under pressure and prioritise effectively	✓	
29.	Commitment to maintaining confidentiality at all times	✓	
30.	Commitment to safeguarding and equality	✓	
31.	Embraces change well	✓	
32.	Deals with difficult situations effectively	✓	
33.	Able to think on their feet to deal with emergencies and resolve problems as they arise	✓	
34.	Able to carry out the physical aspects of the role including manual handling, lifting and working at high levels using appropriate equipment	✓	



About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten-pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The process and how to apply

The Hawthorns Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS and checks on references.

Visits to the School	Visits to the school are warmly welcomed, please contact the School Office to arrange a visit.
Application form	Please complete the application form . This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. References will not be accepted from relatives or people writing solely in the capacity of friends. It is our policy to take up references prior to interview. If you have any concerns about this please contact us.
Equal opportunities	Please see the equal opportunities monitoring form on our website for details
Application closing date	The closing date for applications is 12pm Monday 4th November 2024. Applications can be made via the application form on our school website. Applications will be considered upon receipt. Please send your application to Pippa West – PA to Headteacher - pippa.west@hawthorns.wokingham.sch.uk tel. 0118 979 1676
Shortlisting	Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.
Interview Dates	To be arranged
Checks	If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.
Offer of employment	We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How we use your data

Please see [application form](#) for further details.



The Hawthorns Primary School

Northway, Woosehill, Wokingham, Berkshire, RG41 3PQ

t: 0118 9791676

[website](#)

Belong. Believe. Achieve. Grow.