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A specialist school for young people with Social, Emotional and Mental Health needs, with a specific focus on neurodivergent learners

Aged 4-16

**Site Manager**

**Full Time Contract / Full Year**

**Salary Band - £22,883 - £26,984**

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For further information or to request a meeting or telephone call with the Headteacher email - [admin@theyestrust.org](mailto:admin@theyestrust.org) / Tel: 01260 490042

Dear Applicant

Thank you for your interest in becoming part of the brand-new team at The Keystone Academy, Shrewsbury.

We are seeking an organised, efficient and motivated Site Manager to help establish our school and act as a key member of our team. The role will develop as our school grows so flexibility and adaptability are key, alongside a desire to work in a unique educational setting. In return you will be part of our inclusive and vibrant team from day one.

The Keystone Academy will be a unique place to work and you are encouraged to look at our website to understand our ethos.

If you feel that The Keystone Academy may be the right place for you, we hope you will consider applying for the post.

I will be more than happy to have an informal conversation if you have any questions, so please do get in touch via [admin@theyestrust.org](mailto:admin@theyestrust.org) / Tel: 01260 490042.

Yours sincerely

Mrs Ali Bellaby

Headteacher

**The Keystone Academy**

**Recruitment and Selection Process**

You are asked to complete the Youth Engagement Schools Trust application form (available on the School and Trust websites)

https:/+/thekeystoneacademy.org/vacancies/

[http://theyestrust.org/vacancies/](https://theyestrust.org/vacancies/)

You are asked to include as part of, or separate from the application form, a letter of application that addresses the items listed on the attached Person Specification & Assessment Criteria. Please keep this letter brief and to the point (maximum 2 pages).

**CVs will not be accepted, so please do not send in, or refer to one**.

You are asked to return your application form & letter of application by email to:

[admin@theyestrust.org](mailto:admin@theyestrust.org)

The deadline for applications is:

|  |  |
| --- | --- |
| Time Line for Assessment and Selection Process | |
| Advertising window | 20th June 2022 |
| Closing date for applications | Midday 4th July 2022 |
| Opportunity for informal discussions or visit with Headteacher | On request  admin@theyestrust.org |
| Interviews – Shrewsbury | 13th July 2022 |

**School Site Manager Job Description**

**Reports to:** Headteacher & Office Manager

**Responsible for**: Cleaners, and on-site Contractors

**Purpose of the Role:**

To establish and provide a comprehensive and effective site management service to support to the School, being responsible for the day to day running of premises related issues.

**Duties and Responsibilities**

**Safeguarding and Security:**

* Opening up and locking up the school site each day during school term time
* To ensure security of the site, both during and after the school day to ensure all people on site are safe, and the building is secure.
* To keep a record of all key holders and manage key holder permissions along with the Office Manager to ensure the site is secure and safe.
* To manage and maintain all security and alarm systems including keyholder contact security system, CCTV, maglock door permissions, etc.

**Health and Safety:**

* Be aware of and comply with policies and procedures relating to safeguarding; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.
* Ensure all risk assessment actions are completed in a timely manner and recorded on the Trust’s H&S compliance system
* To manage an appropriate cleaning schedule and oversee quality of cleaning in the school
* To clean where necessary during the school day (mopping up spillages, cleaning toilets, etc)
* Ensure a suitable programme of cyclical maintenance is in place covering all statutory H&S requirements
* Make sure school security and health and safety policies are in place and followed
* Manage the completion and regular review of all site/building related risk assessments
* Implement any ‘reasonable adjustments’ under Equality Act 2010 needed for staff or pupils
* Complete regular H&S walk and produce a report for H&S meeting
* Conduct regular H&S meetings with the Office Manager, recording concerns and advise Headteacher/ H&S Governor with the minutes of these meeting, ensuring all standards are met

**Fire Safety:**

* Ensure there are clear procedures in place for evacuation – plans, grab boxes, registers etc.
* Ensure weekly/monthly/quarterly checks and external servicing is carried out on all fire safety systems including call points, emergency lighting, extinguishers, etc
* Ensure induction given to all staff, fire wardens trained etc.
* Ensure there is a regular fire drills programme in place – record kept of drills and any issues addressed

**First Aid:**

* Ensure there is a suitable location for the administration of first aid and keep this area tidy

**Site and Assets:**

* To maintain the School’s Asset Register and to ensure new assets are recorded appropriately on the Trust’s asset management system
* To manage the servicing of any equipment in line with manufacturers guidance/warranties
* To record the disposal or sale of any equipment in line with the relevant procedure
* To manage the loan of any of the school’s assets and ensure the relevant documentation is completed in line with the relevant procedure.
* To assist the Office Manager with bookings and marketing of community lettings
* To manage grounds maintenance and ensure a welcoming, safe environment, and an excellent first impression for pupils, staff and visitors.

**Business Continuity**

* Ensure the Business Continuity Plan is kept up to date, updating information when necessary
* Assist with any exercises designed to test the effectiveness of the Business Continuity Plan

**Extended Schools Activities:**

* To undertake the duties as specified in the extended school’s procedures.

**General:**

* Promote equality, diversity and inclusion and demonstrate this within the role.
* To be jointly responsible for promoting and safeguarding the welfare of pupils
* Actively contribute to improving teaching and learning for pupils and the School Development Plan in any way appropriate for the Site Manager Role.
* To acknowledge the need for and practice confidentiality, in regard to handling sensitive information pertaining to pupils, staff or school matters/issues.
* To assist around the school and social times including mixing with staff and pupils and helping to set up and clear away mess after break times
* Demonstrate a commitment to the aims and vision of the YES Trust.
* To be flexible with hours worked to ensure appropriate security measures are in place.
* Undertake any other duties commensurate with the post as agreed with the Headteacher

This post may involve evening and weekend work depending on the needs of the school.

**Site Manager**

**A****ccountable to: Headteacher**

PERSON SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| **Qualifications/**  **Education** | * Good standard of general education including GCSEs at Grade C or above in English and Maths / Relevant trade qualification to at least NVQ level 2 or equivalent * Evidence of professional development * To have a current clean driving licence and be prepared to train to drive the Academy mini bus (where one is present) | * Electrical Safety Qualification * Gas Safety Qualification * Legionella Awareness Training * School Premises Specific Training * COSHH training | * Application/Interview/   Certificate |
| **Experience** | Proven experience:   * Being able to solve problems and carry out minor repairs through own skills and managing specialist contractors if necessary * Good level of IT competency (essential) * Working knowledge of health and safety procedures * Understanding of risk assessments * Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, children and other professionals (essential) | * Working knowledge of law with regard to health and safety legislation, contract and working with contractors * Overseeing fire safety in a work environment * Experience using Every (or other online) Compliance System * Experience in managing school health and safety compliance | * Application/ Interview/   References |
| **Professional /Personal Skills** | Proven ability to:   * Use DIY skills to fix issues and repair damage – basic skills essential (fixing/replacing sockets, plastering/patching, painting and decorating, putting up shelves / displays / wall mounted TV’s, etc) * Ability to lift and carry items in accordance with safe manual handling techniques. * Manage safety in a work environment and act accordingly to maintain effective systems * Present a professional yet friendly appearance * Communicate effectively to groups and individuals, orally and in writing * Demonstrate a flexible approach and a willingness to listen to others * Good organisational skills * Remain calm when working under pressure. * Protect sensitive data and work with data protection standards and GDPR. | * Advanced skills and experience in Joinery, electrical, plumbing, building, etc * Able to effectively resolve personnel issues * Training and understanding of child protection | * Application/ Interview/   References |
| **Personal Qualities** | * Commitment to the school’s ethos, aims and its whole community (essential) * Commitment to the highest standards of child protection and safeguarding (essential) * Excellent interpersonal and communication skills (essential) | * Experience of supporting and managing staff | * Application/ Interview/   References |

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| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| **Other Requirements** | * Positive recommendation from present employer * Satisfactory attendance record * Enhanced DBS (Criminal Record) and Barred list check * Health certificate arranged via occupational health post offer. * Full driving license |  | * Letter * Reference |

**The successful candidate would be expected to maintain a well-organised, creative, safe and friendly environment for living and learning and hence enhance the ethos of the school. Candidates are asked to address as many of the person specifications as possible in their application.**

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| At the Yes Trust, we believe our aims and vision for our students and their carers are best achieved through supported and valued team members. We offer the following benefits to all Trust employees from their first day with us:   * Access and support with training and CPD * Specialist training where required * Free lunch at school * Free parking * Nursery benefits * Car purchase salary sacrifice scheme * Education Mutual – access to free face to face counselling, physiotherapy, nurse help-line, prescription service whenever you need it * Perkbox   + A huge range of discounts, free gifts, perks including shopping, eating out, holidays   + The wellness Hub – access to a variety of practical and useful resources   + Medical – on-line GP appointments, prescriptions and advice at a time convenient to you     Visual search query image |

**The Youth Engagement Schools Trust (YES TRUST) Safer Recruitment Policy Statement**

The safe recruitment of staff in The YES Trust is the first step in the effective safeguarding and promotion of welfare for our children. The YES Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in The YES Trust to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This YES Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from diverse backgrounds, with different skills and abilities. The YES Trust is committed to ensuring that the recruitment and selection of all who work within The YES Trust is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The YES Trust will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion, or creed.

The YES Trust will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The YES Trust will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The YES Trust will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to The YES Trust.

The following pre-employment checks will be required:

* receipt of at least two satisfactory references as well as verification of the candidate’s identity and a satisfactory Enhanced DBS check
* verification of the candidate’s medical fitness
* verification of qualifications
* verification of professional status where required e.g. QTS status (unless properly exempt)
* the production of evidence of the right to work in the UK
* for teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

NB It is illegal for anyone who is barred from working with children to apply for, or work in our YES Trust in any voluntary or paid capacity.

\*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. The YES Trust will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

The YES Trust maintains a single central record of recruitment and vetting checks, in line with the statutory requirements.

The YES Trust requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

All posts within the YES Trust are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Certificate.

The YES Trust is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The YES Trust’s Recruitment (pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The DBS has published a Code of Practice and accompanying explanatory guide. The YES Trust is committed to ensuring that it meets the requirements of the DBS in relation to the processing, handling and security of Disclosure information.

A copy of the YES Trust’s draft Safer Recruitment Policy & Procedures is available on request.

**Note re: School holidays**

Before applying, please be aware that The Keystone Academy adopts a slightly different holiday calendar to other schools. Each half term is approximately six weeks in duration with two week breaks in between. This will mean that summer break will be approximately 4 weeks in duration. For further clarification please contact the Headteacher.