



**The  
Whitstable  
School**

**Site Manager**  
INFORMATION

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Dear candidate

I am delighted that you are interested in joining our amazing team at The Whitstable School. In recent years, the school has gone from strength to strength and is now oversubscribed. Our results have steadily improved over the last five years and parents and pupils are happy with the excellent education that the school provides. [Click here](#) to view our prospectus.

Whitstable is a highly desirable seaside town which is popular with tourists in the summer and commuters from London all year round. Our children tend to walk to school and enjoy the beautiful views of the local coastline from many classrooms. There is a thriving community in Whitstable and the town is well known for its commitment to the arts, hosting a writing festival each year as well as the annual 'Oyster Festival' visited by thousands. Live music can be heard all year round and the school works with local groups to host events and workshops.

Our motto is 'Learn Locally, Think Globally' and we are an International Baccalaureate school. Students in our successful sixth form choose from a range of A Levels, vocational and IB courses. In recent years, pupils have visited a range of exciting international destinations.

We have created a 'knowledge curriculum with an oracy focus' and take every opportunity to encourage pupils to communicate and share ideas. Our exhibition programme is entirely pupil led - local people visit to hear students debate, perform and discuss the issues of the day. Our school has wonderful, purpose built facilities. Our permanent Exhibition Hall showcases pupils' work from all subject areas.

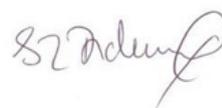
At The Whitstable School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised. Whilst grades are important, school is about so much more than academic achievement. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community.

As a new colleague, we will make you feel welcome. You will have a buddy and a 'Menu of Learning Opportunities' including CPD for induction, the chance to talk to senior colleagues about the work they do in school and opportunities to participate in learning walks to capture examples of great practice. Our Schools Direct programme has record numbers of enthusiastic participants and there are programmes of CPD for staff at all stages of their careers.

I look forward to hearing from you. Please do not hesitate to contact me if you have any questions or would like to know more.



Ana Gibson  
Headteacher



Suzanne Dickson  
Executive Headteacher

# WELCOME

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Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

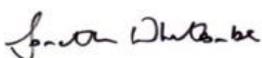
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe  
Chief Executive Officer

# JOB DESCRIPTION



**Job Title:** Site Manager  
**Salary:** SAT 7  
**Responsible to:** Headteacher

## **Purpose of the Job:**

To be responsible for the security, maintenance and cleaning of all buildings and outside spaces within the school grounds.

## **Main duties and responsibilities (Accountabilities):**

- Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
- Respond to and deal with breaches of security as appropriate.
- Act as a designated key holder, providing out of hours and emergency access to the school site.
- Procure quotes for routine maintenance work on school premises.
- Manage the building and grounds maintenance budget.
- Be responsible for all site related staff including site assistants, cleaning staff and ground and lettings personnel.
- Carefully plan and manage the time of all site staff including the management of performance and professional development.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms) in accordance with Trust schedules of compliance.
- Undertake general repairs and redecoration (i.e. not requiring qualified craftsman) and ongoing planned preventative maintenance of the buildings and site.
- Arrange emergency repairs
- Contribute to the cleanliness and ongoing housekeeping of the schools grounds and sites.
- Arrange regular maintenance and safety checks ensuring these are documented and recorded in accordance with Trust schedules.
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales undertaking relevant checks before commencement of work and recording as required and in accordance with Trust policy.
- Monitor materials and stock and/order supplies and manage these in accordance with COSHH regulations.
- Undertake general portage duties, including moving furniture and equipment within the school including for school performances and examinations.

# JOB DESCRIPTION



- Provide reasonable and prompt support for all staff and external users of the school buildings and grounds, prioritising tasks accordingly.
- Perform duties in line with health and safety regulations and take action where hazards are identified.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with all schedules and local action plans.
- Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
- Provide training on health and safety issues to other staff.
- Facilitate lettings and carry out associated tasks, in line with local agreements.
- Undertake driving of the minibus as required.
- Undertake training as directed by line manager and in accordance with requirements of role.
- Undertake Health, Safety and recorded site walks and ensure that all concerns raised as part of the are addressed in good time.

## Site Services

- To implement and manage services/systems to ensure the efficient operation of plant and equipment; The keeping of records as required; Supervising the efficient operation of all heating and hot water plant and sanitary services; To monitor records for energy consumption.
- To maintain equipment inventories.
- To supervise the delivery of goods and materials to the school and their transport about the site as required.
- To supervise portorage of furniture, equipment and materials around the site and buildings and returning furniture and equipment to their proper location.

## Management of Contractors

- To be responsible for the reception of contractors and assisting with on-site management. Assisting with the control of visitors on-site.
- To monitor various services such as cleaning and grounds maintenance in accordance with the prescribed specification and to report to the Headteacher. To prepare written reports as required.
- To monitor and report to the Headteacher and Head of Estates on the progress of on-site works by external contractors and to pursue outstanding work.

## Health & Safety

- To act as the school's Health and Safety Officer ensuring that the highest possible standards of safety exist on both sites of the school in line with the requirements of Health and Safety legislation.
- To ensure that all required risk assessments are produced and

# JOB DESCRIPTION



## Security

- To be responsible for the security of the premises comprising grounds, buildings and contents; locking and unlocking of buildings and the operation of intruder alarm systems and fire alarms; liaising with the security services.
- To take appropriate action to prevent or respond to trespassers, to inform the authorities and report damage and theft.
- To maintain and update the CCTV system within the school and be the first port of call for police investigations to ensure that Data Protection Act is observed.

## Repairs and Maintenance

- To establish and maintain the workshops and offices of site staff and to oversee the safety and maintenance of tools and equipment.
- To be responsible for arranging and implementing cost effective day-to-day maintenance tasks of the buildings and grounds.
- Prepare, in conjunction with the Headteacher, an annual internal redecoration programme.
- To be responsible for the scheduling of these works in such a manner as to minimise disruption to the normal working routines of the school.
- Together with the Head of Estates to make recommendations to the Head teacher concerning site maintenance issues and to arrange for works to be completed either in-house or through the employment of contractors.
- Within the limits of competence and training to ensure that the site team carry out reasonable minor works improvements such as:
  - Install / repair / replace door window furniture;
  - Install / repair / replace shelving, pin boarding and white boards, etc;
  - Fix coat hooks, paper towel dispensers, toilet roll holders, curtain rails, hang curtains, blinds, toilet seats, plugs and chains;
  - Re-glazing of small windows, removal of broken and / or cracked glass and boarding up in a secure manner;
  - The inspection and tagging of electrical equipment;
  - Minor repairs / installation of electrical appliances;
  - Replace light bulbs, fluorescent tubes, starter motors and diffusers etc;
  - Fixing of internal signs to walls;
  - Minor plumbing work including: - cleaning blocked sinks, sanitary waste, drains, gutters, down pipes, showerheads, re-washer taps, repair drinking fountains;
  - Minor painting and decorating;
  - Repair to school equipment where appropriate;
  - Fixing or replacing wall, ceiling and carpet tiles.

# JOB DESCRIPTION



## Cleaning

- Within the limits of competence and training to ensure that the site team carry out the following cleaning activities:
  - Order adequate supplies of soap, paper towels, toilet paper, sacks, salt, bulbs/strip lights, small pieces of equipment, necessary tools etc;
  - Ensure that toilets are checked daily and are stocked with sufficient supplies of toilet paper, soap etc;
  - Carry out direct cleaning duties from time to time and in emergencies when cleaning staff are not on site;
  - Ensure all exterior areas are tidy and free from litter including gullies and traps are clear of obstructions. The clearing of ice and snow from main access routes;
  - Ensure that all graffiti are removed from internal and external walls.

## People Management

- To manage all site staff including recruitment, appraisal and development, welfare, in accordance with School policies.
- To plan staff availability to cover all services.
- Responsibility for some of the above duties will be negotiated in consultation with other members of our current highly skilled team.

## General accountabilities:

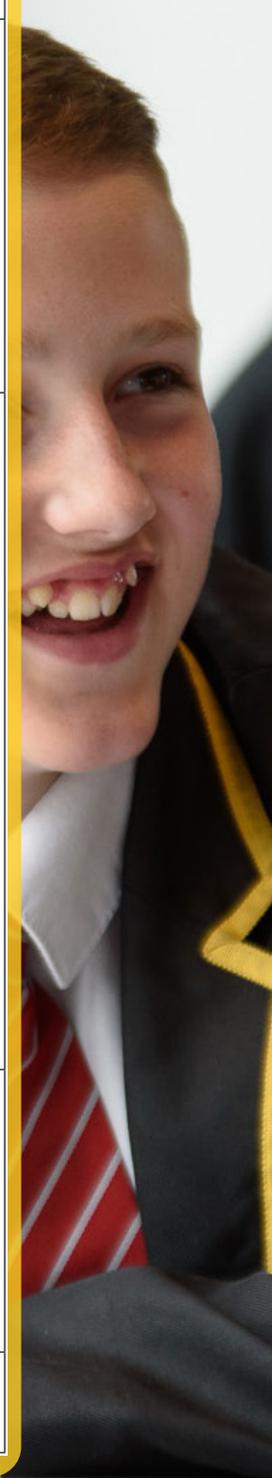
All staff in the school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. They must comply with any duty or requirement imposed by their line manager or statute and must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. These are specified more precisely in the school's Health and Safety Policy, copies of which are available from the Headteacher.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating (or sound experience of same).</li> </ul>	E
	<ul style="list-style-type: none"> <li>Formal Health and Safety training.</li> </ul>	D
Experience	<ul style="list-style-type: none"> <li>Experience of working in a building / site maintenance role including forward planning and problem solving.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Considerable DIY experience at the level of minor maintenance.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of overseeing other works i.e. contractors, cleaners etc.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of undertaking responsibility for the care and maintenance of premises.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of dealing with a variety of stakeholders in person, by email, and on the telephone.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of following purchasing and other financial procedures</li> </ul>	E
Skills and Abilities	<ul style="list-style-type: none"> <li>Ability to lead and work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Organisational capability.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proficient use of ICT including the use of Word and Excel software, to support good record keeping.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to use initiative in dealing with everyday problems and identify which problems should be referred to the Headteacher.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Good communication skills, both written and verbal.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to understand information and to advise and liaise with others accordingly</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Confidence to liaise with senior staff as required.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Willing to undertake relevant training for minibus driver.</li> </ul>	E
Knowledge	<ul style="list-style-type: none"> <li>Working knowledge of Health and Safety procedures relating to the post.</li> </ul>	E
	<ul style="list-style-type: none"> <li>An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Able to recognise and deal with emergency situations.</li> </ul>	E
	<ul style="list-style-type: none"> <li>An understanding of lone working procedures and responsibilities.</li> </ul>	E
Personal qualities	<ul style="list-style-type: none"> <li>A willingness to undertake training and to keep knowledge up to date.</li> </ul>	E
	<ul style="list-style-type: none"> <li>A positive, can-do attitude</li> </ul>	E



# OVERVIEW

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Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Ms D Possee  
The Whitstable School  
Bellevue Road  
Whitstable  
Kent  
CT5 1PX

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST  
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JOHNSON ROAD  
SITTINGBOURNE, KENT  
ME10 1JS  
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