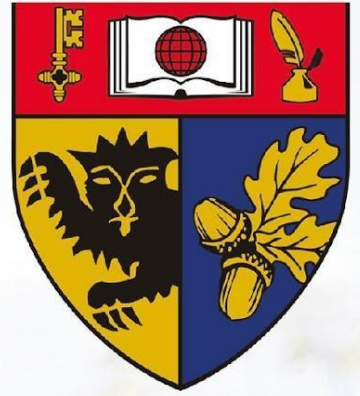




GREENSHAW
LEARNING TRUST



Deputy Site Manager
Recruitment Pack

**ALWAYS
LEARNING**

July 2022

Dear Candidate

Thank you for your interest in the post of Deputy Site Manager at Yate Academy. Our school is a well-established secondary school and sixth form, which caters for up to 900 pupils. This is an exciting opportunity for an organised and motivated individual to join our school, responsible for providing security, safety and day-to-day maintenance.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

We are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

How to apply

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.yateacademy.co.uk under 'About us' > 'Current Vacancies'

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

If you would like an opportunity to visit our school, please contact Mrs K Sims on 01454 333592 to arrange a suitable time.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Closing date: Friday 12th August 2022
Interview date: Week commencing Monday 15th August 2022
Start Date: As soon as possible

Yours sincerely

N. Wilcox

Natalie Wilcox
Headteacher

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

The Greenshaw Learning Trust Mission Statement

- *We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*
- *We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*
- *We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.

Job Description - Deputy Site Manager

Reporting to:	Site Manager
Salary:	NJC 12 – 17, £22,571 - £24,920 per annum
Contract:	Permanent, 36 hours per week
Working Pattern:	Full time, all year round, 10.00 am until 18.00 pm Monday to Thursday and 10.15 am to 18.00 pm on Friday (with a 45-minute unpaid lunch break)

Medical Examination: The appointment is subject to a satisfactory medical report.

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org/>

Holiday Entitlement: The annual holiday entitlement is 22 days plus 2 extra-statutory days.

Probationary Period: New employees are required to complete a six-month probationary period.

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check.

Job Purpose

The Deputy Site Manager will play a key role in supporting the school's Site Manager with the security and day-to-day maintenance of the school site, ensuring that the environment is clean and safe for the students, staff and visitors to the school.

This role is based at Yate Academy but will be required to support Woodlands Primary School and Tyndale Primary School.

Main Duties / Responsibilities

With the support of the site team, the Deputy Site Manager will have overall responsibility for ensuring the day-to-day maintenance of the school site, including the premises, furniture, fittings and the grounds. This includes:

Maintenance

- Identifying, reporting and rectifying building defects and broken or damaged equipment, ensuring that a high standard of repair is maintained across the site;
- Carrying out routine repair, refurbishment and improvement tasks;
- Assist the Site Manager in planning the scheduled maintenance and site improvement development schemes;
- Oversee the routine maintenance schedule and records;
- Undertake the upkeep of the records and legal documentation for the school vehicles and report any issues to the Site Manager.

Security

- Assist the Site Manager to ensure that the site is opened promptly and ready for the school day
- Acting as a registered key holder, to be called out when emergencies arise;

- Ensuring that the site is secured at the end of the day, with all doors, windows and gates locked, gas and electrical appliances turned off, and all security alarms set and working correctly;
- To be responsible for checking all perimeter fences;
- Liaising with mobile security contractor and/or the police as required
- To be responsible for checking all keys taken from the key cabinets are locked away at the end of their shift.

Energy & Services

To assist the Site Manager to ensure the economic use of the energy services, ensuring that it meets the requirements of the school at all times. This includes:

- Monitoring, operating and adjusting the heating plant to ensure economic use and to provide a comfortable level of heating (appropriate training will be provided);
- Ensuring that periodic testing of water hygiene is carried out and records are up to date;
- Take monthly meter readings of the utilities services and ensure that these are submitted to the school's Finance team;
- Assist with the management of waste/recycling collection by the appointed contracted services.

Cleaning

Responsibility for monitoring the standard of cleaning carried out, ensuring that satisfactory standards of hygiene are maintained across the school site. This includes:

- Assisting the Site Manager in managing the disposal of all waste, refuse and surplus materials.
- Ensure that the playground is kept clear of litter and that bins are emptied daily;
- Ensure that the grounds, pathways and tarmac areas are free from litter, or other debris, and that tarmac surfaces are swept and drains and gullies clear and clean at all times;
- Carrying out emergency cleaning (e.g. toilets / medical room) or any additional cleaning, as required.
- Update the Cleaning Supervisor on a daily basis of any work that requires attention.

Events and Lettings Responsibilities

- Responsibility for organising and setting up school events.
- Ensuring a good knowledge of forthcoming lettings events by liaising with the appropriate Lettings Co-Ordinator in advance of events, as required;
- Ensuring that hired rooms are tidy and clean before and after use;

Health and Safety

To ensure that all working practices comply with current Health and Safety Legislation and school policies. This includes:

- Taking all reasonable care of their own health and safety and for that of other individuals (whether students, staff, contractors or visitors);
- Ensuring that the appropriate safety equipment is used and safe working practices are followed by the Premises team;
- Carrying out bi-annual Health & Safety inspections with the Premises Manager;
- Reporting immediately to the Premises Manager, or Headteacher any accident, dangerous occurrence or practice, or threat to health and safety;
- Ensuring proper use of the facilities, reporting any unauthorised or improper use to the Premises Manager;
- Ensuring that all flammable materials are stored in the appropriate containers and storage areas, and carrying out testing of the school's fire alarm system and firefighting equipment;

- Ensuring familiarity with the asbestos register, ensuring all contractors to the register before they commence work;
- Providing safe access to the site in the event of extreme weather conditions e.g. snow, ice or flooding;
- Monitoring all Premises storage areas, ensuring that they are clean, tidy and free from hazards.

General Responsibilities

In addition to the above outlined responsibilities, the Duty Site Manager will also:

- Deputise for the Site Manager in their absence or as necessary;
- Cover shifts and duties for absent site staff, as directed by the Premises Manager;
- Supervise contractors on site.
- Receive deliveries to the school premises and provide a portering service;
- Attend school planning meetings, as required;
- Be responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and meetings, and keeping abreast of changes in legislation
- Undertake any other duties commensurate with the post as may be required by the Site Manager, GLT Regional Estates Manager Senior Leadership Team or the Headteacher.

Other Job Requirements

Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Special Notes on Conditions

There may be occasions when attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person Specification – Deputy Site Manager

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Qualifications	Essential	Desirable
At least five GCSEs or equivalent, which must include at least a C grade in Maths and English.	•	
Hold a current driving license and be willing to drive the school minibus on occasions (training will be provided)	•	
Evidence of personal commitment to CPD.	•	
Training and/or qualifications associated with caretaking/DIY/electrics/plumbing		•
Experience and Knowledge		
Experience or knowledge of basic building repair and maintenance	•	
Experience or skills in a trade	•	
Experience in complying with regulations such as Health & Safety, manual handling, COSHH etc.	•	
Experience or knowledge in the use of small industrial, electrical or mechanical equipment	•	
Experience of working with technical equipment and systems (e.g. heating)		•
Experience working within a school or similar setting		•
Skills and Abilities		
Ability to identify, monitor and carry out repairs and redecoration	•	
Ability to perform the physical tasks required by the post including lifting, carrying and periods of standing to undertake the duties of the post	•	
Flexibility to adapt to changing and conflicting demands, and to support others when responding to unplanned situations	•	
Good verbal and written communication skills, and the ability to communicate effectively with staff, students and the wider community	•	
Have a willingness to extend skills through appropriate training.	•	
Ability to build and form good relationships with colleagues	•	
Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely.	•	
Good ICT skills and the ability to support the administration and record-keeping work of the Premises team	•	
Personal		
Commitment to high standards and expectations.	•	
High levels of professional integrity.	•	
Flexibility to undertake any role within the department.	•	

Recognition of the importance of personal responsibility for Health and Safety	•	
Commitment to the school's ethos, aims and its whole community	•	
Other		
Willingness to be flexible regarding working hours and duties, on evenings and weekends as required	•	
Willingness and ability to be on standby call out for any emergencies that arise at the school outside of normal working hours	•	
Ability to appropriately deal with confidential information	•	
Demonstrate a commitment to safeguarding and promoting the welfare and development of young people and help demonstrate a positive attitude to helping them achieve their potential	•	