



## **INFORMATION FOR APPLICANTS**

### **JOB TITLE**

**Assistant Site Manager**

**NJC Scale 5  
(Points 12-17)**

**£28,598 - £31,022 per annum**

**Full time, permanent  
(37 hours per week, all year round)**





Dear Candidate

Welcome to All Saints Academy Dunstable.

As I enter into my tenth year as Principal I feel extremely proud to have worked with the local community in transforming this Academy. When I joined in 2015 the Academy was in a category of Serious Weaknesses, and although the improvement journey has not always been smooth, our most recent Ofsted in November 2024 has judged that Personal Development is **Outstanding**, and Behaviour, Sixth Form and Leadership are all **Good**. Historically exam results have been below national average however the recent upward trajectory fills us with confidence that the Quality of Education will soon also reach a good standard.

The following extract from our recent Ofsted report demonstrates how the Academy's strong Christian ethos is driving improvements:

*"Pupils enjoy attending All Saints Academy Dunstable. It provides an exceptional range of opportunities that raise pupils' aspirations, develop their character, and broaden their interests.*

*The school's ethos is at the heart of its exemplary approach to developing pupils' personal qualities and their sense of right and wrong. Pupils fully understand the importance of diversity and respect for all. They embody this in how they treat each other around school. Pupils look out for and help one another. This is because the school is exceptionally inclusive in its culture and approach to teaching difference. It ensures, for instance, that all pupils, including those who are disadvantaged, participate in the rich 'electives' offer, trips and visits."*

In December 2024 we had a SIAMS inspection which was again very positive about the work of the Academy and the following strengths were noted:

*"The school community greatly value the school's vision, with its focus on dignity and aspiration. It is an appropriate Christian response to the complex context of the school.*

*Leaders work tirelessly to ensure that the school vision is made real through their strategic and day-to-day decisions. As a result, both adults and students flourish.*

*The meticulous mapping of collective worship alongside the curriculum ensures that students' spiritual and character development are given priority. This enables them to develop as reflective and well-considered young people.*

*All Saints Academy is a community where adults and students treat each other with dignity and kindness. This means that students, particularly those who are vulnerable, have a fulfilling time at the school.*

*Students know that their voices are heard by adults at the school. As a result, they grow into a quiet assurance, which enables them to discuss issues with dignity and good humour."*

We now need to ensure that all areas of Academy life become Outstanding. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest academic expectations for all our students.

If you feel you want to be part of our journey to be an outstanding academy and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber  
**Executive Principal**

## INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We are seeking to appoint an Assistant Site Manager, who is enthusiastic, conscientious, self-motivated, hands on, reliable and takes pride in their work to join our team at All Saints Academy Dunstable. The role will support the Site Manager to help keep the Academy safe, clean and running smoothly.

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential.

## ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole, the accommodation includes:

- Five Science labs and a Science Studio Room
- Six Maths classrooms
- Five English classrooms and a Lecture Theatre
- Four Humanities classrooms
- Further rooms for the teaching of Business Studies and ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music and a Recording Studio
- An amazing Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area
- The Inclusion Bungalow
- Management Suite
- Spacious staff room
- Separate departmental staff workrooms

## BENEFITS

Benefits of working at the academy include:

|                                                                                                                 |                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
|  Training & support            |  Generous pension schemes<br>(TPS & LGPS)                   |
|  Free Car Parking              |  Access to Occupational Health Services<br>(where required) |
|  Free access to the gym        |  Staff social committee                                     |
|  Employee Assistance Programme |  Regular staff well-being initiatives                       |

# JOB DESCRIPTION

## Assistant Site Manager

**Responsible to:**

Site Manager. In the absence of the Site Manager to the Academy Services Manager.

**Grade:**

NJC Scale 5 (points 12-17).

**Hours:**

37 hours per week, Monday-Friday

**Split shift:**

Early shift: Monday-Thursday from 6.30am to 2.30pm and Friday from 6.30am to 2.00pm

Late shift: Monday-Thursday from 1.30pm to 9.30pm and Friday from 10.30am to 6.00pm  
(30-minute unpaid lunch break per day)

**Core purpose:**

To work with the Site Manager to maintain a presence at the Academy during required opening hours, to provide security, cleaning, maintenance and grounds maintenance services.

**Job description:**

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

**General duties and responsibilities:****Security of Premises**

1. Ensure the school is open according to the needs of staff and pupils and locked up securely each night.
2. Ensure the school is open for Private Lettings (will include evenings and weekends).
3. Carry out any necessary duties associated with the school alarm and CCTV systems.
4. Undertake the responsibility of being a key holder, including responding to out of hours alarm activations.

### Heating and Lighting

5. Ensure the school is heated to the required temperature by ensuring all boiler and heating systems are maintained. Ensure all boiler and plant areas are kept clean, tidy and operational as per instructions allowing clear access at all times.
6. Carry out necessary duties associated with the school Building Management System (BMS).
7. Ensure all internal and external lighting is in good working order. Replace light bulbs and fluorescent tubes as required.
8. Ensure all mandatory checks are undertaken.
9. Maintain a clean and tidy site.
10. Allow access to site at all times, ensuring paths are kept clean and tidy and clear of hazards, such as snow/ice, obstructions.

### Cleaning

11. Undertake ad hoc cleaning and clearing needs in relation to spillages, blockages, storage of equipment and materials etc. to ensure site is maintained in a safe and presentable condition and in accordance with the specifications.
12. Keep hard surface walkways clean and tidy. Keep all drains and gullies clean and free flowing.
13. Clean offices not covered by the external cleaning company, to include hoovering, emptying bins, wiping surfaces.
14. Alert the Site Manager to any cleaning problems.
15. To be a point of contact for external cleaning staff.

### Health and Safety

16. To work within the remit of the school's Health and Safety Policy.
17. To undertake Fire and Health and Safety Risk Assessments.
18. Check daily that fire extinguishers are in place and are fit for purpose i.e. fully charged and ready for use if required.
19. To assist with fire and security issues e.g. updating notices and information, and for undertaking and recording routine alarm tests and fire drills.
20. To carry out weekly and monthly emergency lighting checks.
21. Liaise with contractors on site and ensure they work within the school's Health and Safety Policy.
22. Carry out testing in accordance with regulations and report findings to the Site Manager e.g. legionella
23. To ensure Health and Safety guidance is followed during all tasks undertaken, e.g. COSHH.

### Other Duties

24. To assume the responsibilities of the Site Manager, where applicable, in their absence.

25. General portage duties, including the movement of furniture and equipment within the school as required. This may involve some heavy lifting.
26. The maintenance and repair of fittings, furniture and equipment and periodic projects as required.
27. General maintenance of the school.
28. Set up and close down for any meetings, exams, assemblies and school productions.
29. To act as a relief minibus driver (where the correct licence is held).
30. Attend all relevant training in line with post held.
31. To perform other duties of a similar level and responsibility as may be required from time to time and given by the Site Manager, Deputy Principal or Executive Principal.
32. To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential and sensitive information
33. At all times to carry out the responsibilities/activities of the post with due regard to the Academy's Health & Safety Policy and Equal Opportunities Policy

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

|                              |                      |
|------------------------------|----------------------|
| .....<br><b>Post holder</b>  | .....<br><b>Date</b> |
| .....<br><b>Line Manager</b> | .....<br><b>Date</b> |
| <b>Position</b> .....        |                      |

### **Safeguarding**

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

# PERSON SPECIFICATION

## ASSISTANT SITE MANAGER

|                                        | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Desirable                                                                                                                                                      |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education/Qualifications</b>        | <ul style="list-style-type: none"> <li>• Educated to GCSE level English &amp; Maths at Grades A*-C or equivalent</li> <li>• Relevant qualifications/experience/knowledge of site management and maintenance, preferably in an educational environment</li> </ul>                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Advanced Literacy/numeracy skills</li> <li>• IOSH working safety certificate</li> </ul>                               |
| <b>Experience</b>                      | <ul style="list-style-type: none"> <li>• Relevant experience of site management and maintenance</li> <li>• Experience of working as part of a team or when necessary work alone</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Experience of working in a school/education environment</li> </ul>                                                    |
| <b>Knowledge, Skills and Aptitudes</b> | <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Good interpersonal skills with colleagues, SLT, students, parents and outside agencies/contractors</li> <li>• Ability to work collaboratively as part of a team</li> <li>• Ability to work independently and to take direction</li> <li>• Understanding of professional conduct between support staff, teachers and students</li> <li>• Good standard of ICT skills</li> <li>• Ability to drive and operate various Academy machinery/vehicles</li> <li>• Good all round knowledge of PPE required and safety legislation</li> </ul> | <ul style="list-style-type: none"> <li>• Intermediate ICT skills</li> <li>• Relevant school maintenance experience</li> <li>• Knowledge of Smartlog</li> </ul> |
| <b>Personal Qualities</b>              | <ul style="list-style-type: none"> <li>• Ability to work well under pressure</li> <li>• Ability to change priorities according to demand/change in circumstances</li> <li>• Flexible</li> <li>• Able to work outside in all weathers</li> </ul>                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                |
| <b>Motivation</b>                      | <ul style="list-style-type: none"> <li>• Willingness to be flexible and understanding the Academy's ethos</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Current First Aid at Work Qualification</li> </ul>                                                                    |

|              |                                                                                                                                                                                                                                                                                                                                               |  |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|              | <ul style="list-style-type: none"> <li>• Commitment to self-development and willingness to undertake further training as appropriate</li> <li>• Willingness to undertake First Aid at Work training</li> </ul>                                                                                                                                |  |
| <b>Other</b> | <ul style="list-style-type: none"> <li>• Commitment to safeguarding the welfare of young people in the Academy</li> <li>• Enhanced DBS clearance</li> <li>• Valid full UK driving licence and availability to respond to out of hours alarm activations</li> <li>• Available to work weekends on a rota basis for private lettings</li> </ul> |  |

### **TIMELINE FOR RECRUITMENT PROCESS**

|                                      |                                                |
|--------------------------------------|------------------------------------------------|
| <b>Closing date for applications</b> | <b>1<sup>st</sup> September 2026 at 9.00am</b> |
| <b>Interviews</b>                    | <b>As soon as possible</b>                     |
| <b>Start Date</b>                    | <b>As soon as possible</b>                     |

### **HOW TO APPLY**

Please apply by completing the online application form via MyNewTerm. Please note we do not accept CVs or applications submitted through email. Applications will be shortlisted throughout the process and we may interview and close the advert early if we are in a position to recruit a suitable candidate. We therefore encourage interested candidates to apply early.

### **REFERENCES & PRE-EMPLOYMENT CHECKS**

We will seek references for candidates after the shortlisting process which may include approaching previous employers for information to verify particular experience or qualifications.

The first referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or equivalent person. Please ensure your referees are aware of your application as references will be obtained prior to interview where applicable.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

#### **CONDITIONAL OFFER – PRE-EMPLOYMENT CHECKS**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least 2 satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS with Children's Barred List Disclosure
- Section 128 check (where required)
- Prohibition Check (where required)
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the 6-month probationary period
- Where the successful candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as may be required in accordance with statutory guidance