

# Recruitment Pack

Site Manager:  
Primary School

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***I believe that our greatest strength is the integrity and passion of all our staff.***

Steve Evans  
CEO Polaris Multi-Academy Trust

# Welcome



## ***Welcome to the Polaris Multi-Academy Trust***

**Polaris Multi-Academy Trust, where our guiding principle is inspired by the North Star. Just as Polaris has served as a beacon for explorers throughout history, our Trust is committed to guiding our schools, our people, and our children and young people towards excellence and purpose. Our mission is to create a culture that enables everyone in the Trust to be the best they can be, while celebrating the unique identity of each school as the foundation for success.**

At Polaris, we value high expectations, honesty, compassion, and fairness. We foster curiosity and a love of learning, encouraging everyone to embrace new ideas and opportunities. Our vision is clear: everyone in the Trust will develop the confidence, resilience, and aspiration to reach their full potential. We provide a broad and balanced education that inspires future generations and instils a lifelong love of learning.

Our support structures are designed to empower school leaders and staff. From governance and school improvement to finance, HR, estates, IT, and catering, we deliver comprehensive services that reduce workload, enhance efficiency, and provide excellent service. We place strong relationships, transparency, and clarity at the heart of everything we do, ensuring that our resources are aligned with the needs of our schools.

We are also deeply committed to professional development and collaboration. Through CPD programmes, networking opportunities, and trust-wide initiatives, we invest in the growth of our staff and the continuous improvement of our schools. Our approach is research-informed and impact-driven, with a clear focus on succession planning and talent retention.

As we continue to grow, we do so with both care and ambition, ensuring our expansion strengthens sustainability, supports academic success and wellbeing, and enhances our strong regional presence and reputation.



**Steve Evans**

CEO Polaris Multi-Academy Trust

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***“Principles are the basis for developing a vision and value system for all.”***

Academy

# Visions & Values



## Our Mission

-  To create a culture that enables everyone in the trust to be the best they can be
-  To ensure that each school's unique DNA is used as a platform for the success of the children and young people we educate and care for

## Our Vision

-  Everyone in the trust has the confidence, resilience and aspiration to reach their potential

## Our Values

-  We have high expectations
-  We are honest, compassionate and fair
-  We are curious, we embrace learning and new ideas

# The Polaris Family



## Schools within the Polaris Multi-Academy Trust



Field Lane Primary  
Rastrick



# The Polaris Family



## *Our schools are located across West Yorkshire.*

Staff from across the Trust can share expertise, practice, and resources because of the close proximity of each of our schools. Our schools are accessible from Junctions 24 and 25 of the M62, and is just 25 minutes from Leeds and 35 minutes from Manchester.





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***We have a happy workplace. The group of staff have moulded together well and we have fun while we are here.***

Carole - Payroll Manager

## *What's it like to work for our Trust?*

**Our Trust has a reputation as an outstanding employer. This great reputation is built on the culture of support we offer our team. We have an outstanding induction programme, that will ensure that you make a great start to your career with us.**

As well as the training highlighted above, our Trust offers apprenticeships in a wide range of areas of the business, from Site and Facility roles to Administration and Finance.

We work closely with Teaching School Hubs and other Initial Teacher Training providers to enable staff to train to teach. We always promote and provide opportunities for our staff to work together and collaborate. This commitment comes from our belief that we can all benefit from each other's experience and expertise, in turn this team approach helps ensure that you feel listened to, valued and supported.

We pride ourselves on staff wellbeing being at the centre of Trust and our School Leaders decision making, this why we work hard to ensure that staff know they are appreciated and rewarded for the excellent work they do.



## *What's it like to work for our Trust?*

The Trust Central Team supports our schools and employees through the running of a high-quality services, designed to deliver you important information to your fingertips. This includes integrated payroll that enables you to view and store all your salary documents digitally on your phone. The Trust's HR support dovetails with this easy to reach approach, ensuring that if/when you need more advice and guidance, it's there for you when you need it.

The communities we serve have individual identities which reflect our vision for celebrating the uniqueness of each school in our Trust. Our schools have the autonomy to learn, explore and develop their practice, led by committed and highly skilled Heads of School. Alongside this autonomy, our schools are committed to collaboration and the sharing of resources and best practice.

The Polaris Multi Academy Trust is committed to recruiting staff who are passionate about providing every child and young person the opportunities and experiences, that give our children and young people the skills, knowledge and confidence to reach and go beyond their potential.



# Our Benefits

*and why they matter*

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***The CPD on offer at the Trust is second to none.***

Lucy - Year 1 Teacher

The Polaris Multi-Academy Trust is a great place to work and we really hope you'll agree. In addition to your competitive salary and a talented team of colleagues to work alongside, we offer a wide range of benefits to save you money, keep you healthy and help you enjoy your time at work. You'll also find plenty of opportunities to develop and progress your career at the Polaris MAT. We strive to develop and promote our own. We encourage professional development and promote internal growth, but not just upwards. We want you to have the chances to move into broader roles across our Trust and into different areas.

## *Professional Development opportunities*

We offer regular training and access to a range of internal and external programmes tailored to your learning throughout your career, including NPQs and other professionally accredited qualifications. There are opportunities for career progression with your home school or in other schools across the Trust as well as opportunities to move from our support team to a teaching role.



Professional Development  
Opportunities



Opportunities for  
Progression



Performance Management  
Process

## Financial

We offer a competitive salary for both teaching and support staff, whereby pay progression is possible on an annual basis.

Access to and auto enrolment into a highly attractive pension plan for all staff.



Pension



Competitive Salary

## Wellbeing

A generous holiday allowance for support staff and all our school calendars are designed to fit well with the 1265hrs allowance for teachers.

Training day events specifically designed to support staff wellbeing.

Staff feedback events designed to enable you to share how we can be even better at what we do.

Access to the cycle to work scheme.



Wellbeing



Flexible Working

# Benefits

## Facilities

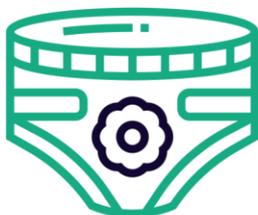
We have great school buildings with well-maintained and modern facilities.

On-site catering with great food, reasonably priced for staff.

Free car parking at every school.

Access to the fantastic Rastrick High School gym on weeknights.

Preferential access and a discounted rate to the outstanding Smarties Nursery based in Rastrick.



Discounted Nursery



On-site Gym



On-site Parking



On-site Catering



Modern Facilities

## Rewards & Recognition



**YouStar** is the home of employee benefits, to recognise and reward our staff. With access via the app, staff can save or say “thank you” on the go.

### Save money with exclusive employee discounts

The **SmartSpending™** app gives staff access to YouStar discounts and offers on the go. Browse the deals of the week and top offers to see what’s available, or search by retailer or category to find the retailers and discounts you’re looking for. Staff can also click the star at the top of any retailer page on the app to make them your ‘favourite,’ then you’ll be notified when they go on special promotion.



Sometimes recognition just can't wait!

Through **Connect+ app** staff are able to say “thank you” or recognise a colleague for a job well done, anytime and anywhere.

# Job Description

<b>Job Title</b>	<b>Site Manager: <i>Primary School</i></b>
<b>Reporting To</b>	<b>Trust Estates Manager and Head of School</b>
<b>Scale / Salary Range / Contract</b>	<b>NJC scale points 7 to 14. £26,403 - £29,540 per annum. Permanent, full time, all year round, 37 hours per week.</b>
<b>Responsible For</b>	<b>Supporting the day-to-day operation of the academy school Site Operatives.</b>
<b>Location</b>	<b>Various Sites across the Trust but primarily Field Lane Primary School.</b>

## Core Purpose

- To work closely with the Trust Estates Management Team to deliver the Trust's Estates, Services and Facilities Strategy.
- To provide a comprehensive, customer led estates and facilities service.
- To support the Health and Safety Compliance and risk management across the school estate.
- To enable the Trust to fulfil all its duties regarding compliance, through the effective use of the Trust's compliance strategy and software.
- To ensure the Estates Team provide a secure, safe and clean working environment across the Trust estate.
- To work in partnership with other members of the Trust estate team to provide cover, support and technical expertise where and when required.
- To drive a Trust or hired vehicle as and when required in support of the school
- This will include a daily trip to collect lunches from another Trust school.
- To manage the school cleaners to ensure the school is cleaned and locked every day.

## Key Accountabilities (and specific duties/responsibilities):

### Health and Safety

- To maintain oversight of Health & Safety across the school estate, in close liaison with the Trust Estates Manager and the Trust Estates Team.
- To support an annual review to determine that the school properly discharges its duties under its health & safety policy; the health & safety at work act; COSHH regulations; and any other statute, regulation or directive.
- To implement policies, procedures and processes concerning Health and Safety (including risk/emergency management) across the school and nursery estate.
- To promote and monitor safe working practices within the school and nursery, providing reports to the Trust Estates Management Team as required.
- Monitor contractors visiting site and ensuring that they are working to policies and procedures and current legislation including Health & Safety at Work (HASAW), COSHH and PAMP regulations.

# Job Description

## Facilities and Estates

- To ensure that regular checks of buildings, cleaning, grounds, furniture, fittings are undertaken by appropriate staff and to support them in taking appropriate action, which may include out of hours and/or emergency measures related to cleaning, repairs and liaison with specialist contractors and suppliers.
- To maintain oversight and snagging of capital projects delivered by contractors at the school and nursery.
- To deliver capital programmes in the school, effectively using one's own skills and the skills of the and wider Trust Estates Team.
- To support the security of school, including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- To support the implementation of the school asset inventory.
- To lead the management of cleaning provision across the school.
- To manage budgets effectively, ensuring all financial policies and procedures are followed diligently.
- To lead the opening and closing service for the school estate, covering for colleagues throughout the Trust Estates team as required.
- To support the Trust Estates team on call timetable.

## Compliance Assurance and Communication

- To ensure that compliance system (EVERY) in Estates, Facilities Management and Health & Safety are managed effectively.
- To ensure there are accurate and up-to-date information/records / reports relating to the areas of Estates, Facilities Management and Health & Safety.
- To identify and take appropriate action on issues arising from data, systems, and reports, setting deadlines when necessary and reviewing progress on action taken.

## Finance

- To ensure that orders placed for approved site works/services are in accordance with approved policies, procedures, specifications, timescales and that the work is supervised and completed satisfactorily.
- To provide relevant information to the Trust Estates Management Team to assist with annual budgeting and longer-term financial planning processes.
- Working with the Trust Estates Management Team to ensure best value is achieved in premises related operational expenditure, including identifying and implementing efficiency savings, obtaining quotes for services and repair work required in line with the Trust's financial procedures.

# Job Description



## Housekeeping

- To ensure that cleaning is undertaken to the required standards.
- Premises are routinely inspected to ensure that they are safe for all building users and to prevent loss or damage to buildings and property.
- Identify any problem areas or issues and provide appropriate solutions in line with the building's operating procedure.
- Contribute to the maintenance of a safe working environment for oneself, colleagues, occupants, and visitors.
- All assigned premises are always kept in a clean and hygienic state.
- Routine & non-routine cleaning tasks are carried out safely and appropriately.
- Active participation in energy and environmental matters towards sustainability.

## Other Specific Duties:

- The role is located at Field Lane Primary School but there is a need to work across our schools, with multi-site working at academy / school level, based on the needs of the Trust and requirements of the role.
- The role holder will be required to open up Field Lane Primary school each morning. The core hours will be 7am until around 3pm daily (subject to completion of weekly hours), however, these hours and days may vary from time to time, subject to the operational needs of the Trust and in agreement with your line manager.
- To attend team meetings and staff meetings and maintain confidentiality inside and outside the workplace.
- To continue personal and professional development as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the Trust, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the Trust, its pupils, parents and staff.
- To adhere to the Trust's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title and/or Trust.

# Person Specification

<b>Job Title: Site Manager (Primary Schools)</b>		
<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Possess GCSE qualifications, including a minimum of grade C / 5 in English and Maths.</li> <li>• Full UK driving licence and possess a vehicle to travel between academies.</li> <li>• NVQ Level 3, or equivalent in Building or Facilities Management or proven experience</li> <li>• Be working towards or already achieved a nationally recognised Health and Safety qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• NEBOSH certificate level</li> <li>• NVQ4 or above, or equivalent in Building or Facilities Management.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Facilities management experience in a similar role.</li> <li>• Practical building or maintenance skills.</li> <li>• Experience in Health &amp; Safety operations and responsibilities.</li> <li>• Experience of working with a range of contractors on capital and / or maintenance projects.</li> <li>• Experience of managing a rolling programme of maintenance.</li> <li>• Experience of managing cleaning, security and grounds maintenance services.</li> <li>• Experience of managing a team.</li> <li>• Experience of delivering services to meet customer needs.</li> <li>• Experience of managing competing priorities and working to tight timescales.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school, academy, trust or other educational based background</li> <li>• Experience of working effectively on capital projects.</li> </ul>

# Person Specification

<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of Health and Safety requirements.</li><li>• Knowledge and understanding of Building Management Systems.</li><li>• Excellent customer service skills and the ability to understand the needs of the business.</li><li>• Excellent organisational and time management skills and the ability to prioritise work for yourself and others.</li><li>• Ability to disseminate knowledge and good practice to other members of staff.</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• An excellent record of attendance and punctuality.</li><li>• Ability to relate to and communicate with a wide range of people (staff, external contractors, external customers etc.) with a calm and courteous manner.</li><li>• Self-motivation and personal drive to complete tasks to the required timescales and quality standards.</li><li>• Commitment to continuous self-development including undertaking qualifications in key areas.</li><li>• Self-awareness.</li><li>• Sense of humour.</li><li>• Reliability, integrity and stamina.</li><li>• Resilience and perspective.</li></ul>	