

SHINE
ACADEMIES



Site Manager
Lodge Farm Primary School
Candidate Information Pack



Message from the CEO



I am privileged to be the Chief Executive Officer of SHINE Academies. Having been part of the SHINE journey since its inception in January 2015, I am incredibly proud of the progress that has been made by all of our pupils, staff and stakeholders over the years.

Children only get one chance for their primary education. Whilst we all understand the importance of the core subjects, our pupils are much more than a numerical outcome. We strongly believe that all pupils should have an opportunity to find their niche and reach their potential in all areas. This is supported by a steadfast commitment to the arts and sport, as well as opportunities for exploring cultural capital making our pupils exceptional citizens. We have high expectations of our pupils and encourage them to have high aspirations – there should be no ceiling.

I am proud that our schools are recognised as inclusive environments for our pupils, and we pride ourselves on having skilled practitioners to support our diverse communities. Our family support team has broad expertise and the capacity to support our pupils and their families in many areas beyond the classroom, including mental health, bereavement and housing support. We offer a range of opportunities to our pupils, creating a high-quality educational experience, in a safe, creative and exciting learning environment.

I am proud that our schools maintain their own identity and characteristics, whilst joining a MAT that supports the strategy and school improvement journey, alongside the business elements of running an educational establishment, such as finance and HR. SHINE Academies has a mission to grow with likeminded schools joining our Trust, and whilst we have the capacity to support schools that need additional help in key areas, we are small enough to listen and work alongside our Headteachers to ensure support is tailored for their needs. All of our leaders recognise the need to evolve and take mitigated risks in order to ensure our pupils are ready for the challenges of secondary school and beyond.

Strong and robust governance is key to a successful MAT and I am lucky to work with some exceptional individuals who volunteer on our Member, Trust and Local Governing Boards. Each governance function aids the MAT delivery of its strategic objectives and ensures accountability of my role and that of other executive leaders within the MAT.

This is an exciting time to be part of SHINE Academies!

Gemma Draycott
Chief Executive Officer



Our Values

In 2024, our stakeholders developed a new set of values and a vision for SHINE Academies. These values are our drivers for change within all of our schools, and underpin everything that we do within the trust. We demonstrate working **COLLABORATIVELY**, with **COURAGE** and **COMPASSION** – we support staff and stakeholders to take calculated risks but always remember that children must be at the heart of everything that we do.

No matter the challenge, **SHINE** works **collaboratively** with **courage** and **compassion**, creating a child centered community

We launched our new values at our first Trust Collaboration Day in September 2024, which saw all our schools come together for the first time.

SHINE Academies Trust
Collaboration Day
4th September 2024



Click [here](#) to watch our values video

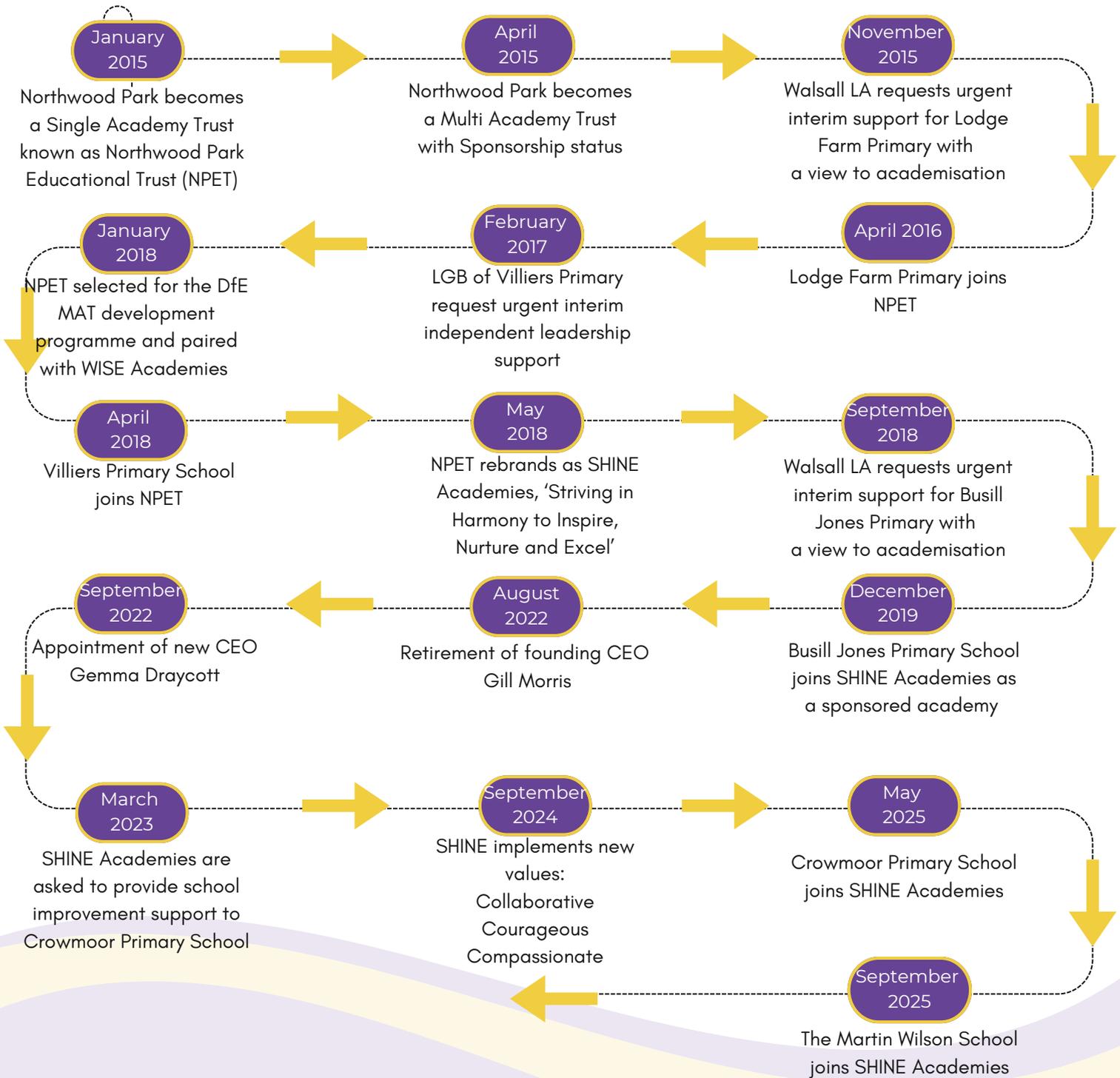
Our Values

Our most recent Trust Day, held on 5th January 2026, focused on our value of Courage. We were inspired by guest speakers Diana Osagie, Stephanie Davies and Matthew Holt, and also heard powerful personal stories from colleagues across the Trust who shared their own experiences of courage. The day also marked a special milestone as we hosted our first-ever SHINE Staff Awards.



We look forward to sharing details of our next Trust Day very soon.

Our Journey So Far



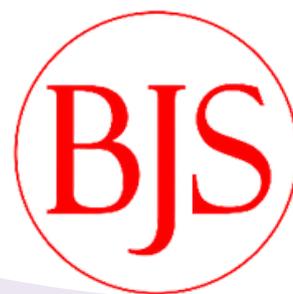
Our Schools

The Trust currently comprises of six schools: Northwood Park Primary School in Bushbury, Lodge Farm Primary School in Willenhall, Villiers Primary School in Bilston, Busill Jones Primary School in Bloxwich, Crowmoor Primary School in Shropshire and The Martin Wilson School in Shropshire. All our schools are large, and therefore progression opportunities are plentiful.

All our schools across SHINE Academies work collaboratively and to the same ethos. Our executive leadership, middle management teams, trust board, and local governing body are compassionate and supportive. Our talented, enthusiastic, and caring pupils are at the center of all that we do, and our staff are proud to be part of the SHINE family.

We recruit highly talented individuals for our schools, which are led by exceptionally talented Headteachers and their teams, who demonstrate a dedication, enthusiasm and commitment to their local community. We recognise talent and develop our staff to be the very best they can be through an intense internal and external CPD programme of support. Our staff and leaders refer to being part of an extended family.

We are proud of our SHINE family of Schools



Employee Benefits

We offer a range of employee benefits, including:



Excellent CPD Opportunities

**One term time wellbeing day
per year**



**Lifestyle & Shopping
Discounts**

**Employee Assistance
Programme**



**Generous Occupational
Pension Schemes**



Your Award-Winning Employee Benefits Provider



Working for SHINE Academies you will have access to our employee benefits platform in partnership with Vivup, a leading and award-winning employee benefits provider



24/7 counselling support, options include telephone, virtual and face to face counselling sessions

Online GP with video and telephone consultation options

Access to health and wellbeing resources such as recipes, podcasts & health assessments

Lodge Farm Primary School Message from the Headteacher



A warm welcome to our school

We take pride in encouraging and enabling children to become positive, independent, confident and ambitious individuals in order to prepare them for the journey of life ahead. We are committed to delivering a rich, exciting, creative, broad and balanced curriculum incorporating a wide range of opportunities and experiences for all.

Please visit our website which contains a lot of relevant information, which we hope gives you an insight into the work of our school. However, we realise it may not answer all of your questions, so please contact the school if you require any further information.

Thank you for your interest in this job role. Please also see our Facebook page and Twitter feed for further insights into daily life at Lodge Farm.

I would be very pleased to welcome you to our school to watch Lodge Farm in action and see for yourself how committed we are to ensuring all children reach their potential.

Mrs R Craine
Headteacher





Job description	Site Manager
Scale	Grade 5
Hours	37, 52 weeks per year
Responsible to	Headteacher

Job Purpose

The post holder will have a proactive, comprehensive role in ensuring the school buildings, facilities, site services and lettings programmes are maintained and operated to specific standards under the direction of the Headteacher.

Supervision

- Supervision of cleaning staff.
- Allocation and prioritisation of workloads.
- Development and training.

Security

- Ensure that practices and procedures defined for the total security and safe use of school premises are complied with.
- Take a pro-active role in identifying and implementing improvements to site security.
- Be on call in the event of emergencies.

Premises Management

- Ensure routine building and site maintenance work is undertaken as required.
- Daily site work to check for Health and Safety/safeguarding issues
- Assist with planning and organisation of school refurbishment programmes.
- Liaise with school staff and contractors required.
- Ensure all plant and equipment is maintained to the required standard.
- Ensure all outside services are maintained, including drains and hard areas.
- Monitor the standards of cleaning and grounds maintenance and report problems to line manager.
- Actively promote the use of the school facilities, liaise with customers and ensure all lettings arrangements are adhered to.
- Contribute towards the school Health and Safety policies, ensuring they are implemented and closely monitored.
- Ensure all Health and Safety checks are undertaken and recorded.
- Ensure that energy and conservation policy and procedures are complied with.
- Monitor the maintenance budget

Responsibilities

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Work under the direction of the Head Teacher and the school Office Manager
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required

Signature of Manager:

Date: / /
.....

Signature of post holder:

Date: / /
.....



Person Specification– Site Manager

	Essential
Qualifications	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent in relevant discipline • Good literacy and numeracy skills
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge and understanding of relevant policies/codes of practice – Health and Safety • Ability to use a range of tools and equipment ensuring safe handling and storage • Demonstrable experience of planning and managing building projects and premises improvements. •
Skills / Abilities	<ul style="list-style-type: none"> • Ability to communicate clearly at all levels with internal and external personnel, contractors and suppliers. • Plan and manage own and cleaning staff workload • Ability to undertake main duties and responsibilities with limited access to School Business Manager •
Personal Qualities	<ul style="list-style-type: none"> • Highly motivated with high expectations, a positive attitude and a good sense of humour • Excellent self-management skills including the ability to plan and organise one’s time effectively • The ability and willingness to work in partnership with other members of the School team • A high level of personal integrity and flexible approach to responsibilities. • An approachable professional who responds well to and offers constructive advice <p>Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</p>