



Heworth Grange
School

Enriching Lives, Inspiring Ambitions

BUILD YOUR DREAM CAREER

Join our Team!



RECRUITMENT PACK

Site Manager

Heworth Grange School, Gateshead

EXCELLENCE AND EQUITY WITH INTEGRITY

WELCOME FROM THE CEO



Dear Candidate,

Thank you for your interest in the position of Site Manager at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy
Chief Executive Officer of Consilium Academies.

ABOUT THE SCHOOL



Heworth Grange is proud to be part of Consilium Academies' Multi-Academy Trust (MAT). As part of Consilium, we are dedicated to working towards the Consilium mission of providing an inclusive partnership with our community where lives are enriched by providing care, experience and opportunity, and where every student benefits from the same opportunities to succeed.

We are guided by four key drivers.

Every child- No Excuses

At Heworth Grange, we want every single student to achieve their potential. We go the extra mile for our students and understand that some of our students will require more support to overcome barriers to learning than others. We work collaboratively to problem solve and find the best therapeutic and academic solutions for our students to achieve the best possible outcomes.

High Expectations

We know that expecting the best from all our students is integral to them achieving a world class education. We strive day in and day out to ensure the highest standards of behaviour where everyone can learn and develop in a safe and secure environment. We also work tirelessly to embed the importance of attendance as a vital employability skill and work collaboratively with parents and carers to ensure all students attend school.

Engaging Learning

We know that great teaching and learning everyday will make the difference for our students and will support them to achieve their very best. We want to ensure all students are fully engaged and inspired by the learning experiences at Heworth Grange and as educators we fully commit to professional development to ensure we are continuously developing and providing the best experiences for our students.

No Islands

We know that there is strength in unity and at Heworth Grange we do not want anyone to feel like an island. We care for each other and we support each other, this means that we learn better. Our No Islands culture means that we work collaboratively with parents, carers, outside agencies, governors and other Trust schools. We value relationships above all else because we know that trust is vital to the success of our organisation. We put students and staff at the heart of our decision making, ensuring everyone benefits from continuous improvement. We ensure that our staff have access to great professional development so that we continue to grow in expertise and provide the very best education for our young people.

We want to do everything in our power to ensure that the students at Heworth Grange leave school with the academic qualifications and personal skills to become happy and successful adults in their own right. We want our students to develop a life-long love of learning and to have the confidence to make a difference in their community as positive, proactive citizens within our society.

ABOUT THE TRUST



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equity with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equity, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equity, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

BENEFITS



As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.



A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER

34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF



EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK

A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION



FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.

ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES



ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY

AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE



JOB DESCRIPTION



JOB TITLE:	Site Manager
REPORTS TO:	Operations Manager
CONTRACT:	Permanent
WORKING PATTERN:	36 hours, all year round
GRADE:	NJC Grade 7 SCP 19 – 23
ACTUAL SALARY:	£32,061 - £34,435

MAIN PURPOSE OF THE ROLE

- Take day-to-day responsibility for both the operational oversight and practical delivery of site management services, ensuring that the school premises are safe, secure, well maintained, compliant and fit for purpose.
- This is a hands-on operational role. The postholder will be expected to personally undertake practical site duties as well as managing, coordinating and supporting the facilities team.
- Act as a hands-on member of the facilities team, personally undertaking practical site duties including minor repairs, routine maintenance, portage, room set-ups, site inspections, emergency response, opening and securing the premises and supporting cleaning, grounds and caretaking activity where required.
- Oversee and contribute directly to the effective delivery of facilities management across the school, including hard and soft services, planned and reactive maintenance, site security, housekeeping, cleaning, portage and grounds-related activity.
- Lead the day-to-day coordination and practical completion of premises compliance checks, maintenance activity and site records, ensuring issues are identified, actioned and escalated appropriately.
- Manage, coordinate and work alongside the school's facilities team and external contractors, setting clear expectations, monitoring standards and ensuring work is completed safely and effectively.
- Act as the key operational lead for premises and facilities matters on site, reporting to the Operations Manager and escalating significant risks, resource pressures, budget matters or strategic decisions as required.
- Work with the Operations Manager, central estates colleagues and other Trust specialists to support effective estate management, statutory assurance and the delivery of planned works.
- Provide practical site knowledge, operational coordination and clear communication to ensure that school needs are understood and that premises-related works are delivered with minimal disruption.

CORE RESPONSIBILITIES & TASKS

Health and Safety

- Oversee day-to-day premises health and safety arrangements within the site manager's area of responsibility, ensuring safe working practices are understood, followed and monitored across the facilities team and contractor activity.
- Coordinate, arrange and monitor the school's statutory premises compliance checks in line with current regulations and Trust policies, including asbestos, fire, water quality, gas and electrical safety, ensuring records are accurate, complete and maintained to the required standard.
- Identify, record and escalate premises-related risks, defects, non-compliance or emerging concerns to the Operations Manager and appropriate Trust specialists, ensuring that urgent matters are acted upon promptly.
- Maintain and contribute to the estate risk register, monitoring agreed actions and supporting the Operations Manager and Trust estates colleagues to reduce premises-related risk.
- Review day-to-day facilities management systems and processes, ensuring statutory procedures are current, understood and applied consistently by the facilities team.
- Ensure relevant risk assessments, safe systems of work and contractor controls are in place for premises-related activity, and that staff and contractors work in accordance with agreed arrangements.
- Ensure that contractors, visitors and external workers comply with school safeguarding, signing-in, identification, supervision and site access procedures at all times.
- Support the school senior team and wider Trust colleagues in responding to site incidents and implementing business continuity arrangements where required.

- Identify facilities team training needs linked to premises safety, compliance and operational standards, raising these with the Operations Manager and supporting staff to carry out their duties safely and effectively.
- Oversee contractors and works taking place on site from an operational perspective, monitoring safe working, raising concerns and reporting issues to the appropriate project lead or Trust specialist.
- Oversee the maintenance of premises records, daily checks, inspection documentation and compliance evidence in accordance with Trust expectations and good practice.
- Maintain accurate compliance, maintenance and site records using Trust systems, ensuring evidence is complete, up to date and available for audit, inspection and Trust assurance purposes.
- Act as the school's day-to-day premises contact for asbestos, legionella, fire safety and statutory compliance matters, ensuring checks are completed, issues are escalated and specialist advice is followed.
- Ensure the school's fire safety checks, inspections, routine testing and evacuation support processes, escalating issues where further action is required.
- Act as a fire marshal for the school.
- Act as First Aider predominantly supporting staff and third party contracted staff i.e. cleaning and contractors.
- Contribute to the school's health and safety committee as the premises and facilities representative, providing updates on site compliance, maintenance issues and operational risks.

Financial Management

- Support the Operations Manager and colleagues in the Central Finance Team with the monitoring of estate and facilities budgets within the area of responsibility, including housekeeping, security, planned maintenance, reactive maintenance, cyclical maintenance and energy management.
- Maintain appropriate levels of critical spares, materials and equipment required for the day-to-day operation of the site.
- Support cost-effective purchasing and procurement activity in line with Trust policies and procedures.
- Monitor utility usage, meter readings, heating, lighting and energy-related issues, identifying concerns and supporting the Operations Manager and Trust colleagues to improve efficiency and reduce waste.
- Monitor the standards of work delivered by external contractors and consultants against agreed specifications, reporting performance concerns to senior colleagues.
- Support the administration and operational delivery of school facilities hire and lettings arrangements.

Site Security

- Be responsible for the management and practical operation of site security arrangements during and outside of school operating hours, including opening and securing the premises, keyholding arrangements, alarm response and lock-up procedures as required.
- Personally undertake site security checks, perimeter checks, internal building checks, door and window checks, alarm setting, key control and routine monitoring of access points.
- Manage the operation and routine monitoring of security and surveillance systems, reporting faults and arranging follow-up action where required, reporting directly to Police or Emergency Services where required.
- Arrange and participate in site cover, managing shifts and rotas to provide sufficient staffing at the school to meet the opening times required to include after school events and requirements.
- Respond personally to call outs, emergencies, alarm activations, urgent site issues, weather-related incidents and other premises-related events as required.

Maintenance Management

- Personally undertake and coordinate routine maintenance, minor repairs, basic site improvements and grounds-related tasks, ensuring that all property and grounds are maintained in accordance with agreed programmes and established standards.
- Carry out practical repairs and maintenance tasks within competence, including basic carpentry, fixtures and fittings, door furniture, shelving, furniture repairs, basic plumbing checks, decoration touch-ups, minor fabric repairs and safe temporary repairs where appropriate.
- Undertake routine site checks and practical inspections, including plant rooms, boiler rooms, roof areas where safe access is available, external areas, playgrounds, car parks, fencing, gates, drains, gutters, lighting, signage and general building condition.
- Oversee and manage the school helpdesk process, personally responding to appropriate repairs and issues while allocating work to the facilities team or contractors where required.

- Ensure that plant and equipment is operational and properly maintained in a safe working condition, undertaking routine visual checks, meter readings, basic fault reporting and arranging specialist attendance where required.
- Monitor the function and provision of all services, taking meter readings, checking utilities, responding promptly to leaks, loss of services, hazards, damage, blockages, spillages or urgent premises concerns.
- Undertake and coordinate grounds-related duties, including routine external checks, litter clearance, gritting, snow clearance, basic vegetation management, external safety checks and ensuring that external areas present a safe and positive image of the school.
- Ensure all facilities contracts are in place and monitored for effectiveness in line with specifications and agreed arrangements.

Housekeeping

- Undertake and manage portage of goods, furniture, deliveries and equipment on behalf of the school, including moving, setting up and clearing rooms for assemblies, examinations, meetings, events, lettings and day-to-day curriculum needs.
- Support the practical preparation and reinstatement of school spaces, including halls, classrooms, offices, outdoor areas and shared spaces, ensuring they are safe, clean, appropriately set out and ready for use.
- Oversee and direct the provision of cleaning services in accordance with the school's cleaning specification, including practical support with urgent cleaning issues, spillages, hygiene concerns, out-of-hours requirements and lettings where needed.
- Plan resources and rotas according to school requirements, including out-of-hours activities and lettings, while remaining available to support practical delivery during busy periods or absence cover.
- Oversee and support the waste management process, including movement of waste, management of bins and storage areas, arranging collections, addressing overflow issues and ensuring compliance with environmental and sustainability requirements.
- Monitor and report on the performance of the waste management contract and identify opportunities to improve sustainability, recycling or reuse of waste generated by the school.
- Support the operational delivery of lettings and school events, including access arrangements, room set-up, security, cleaning, reinstatement of spaces and reporting of any site issues.

Capital Projects and Minor Works

- Assist the central estate team with the management of capital projects including monitoring of progress.
- Act as the key point of contact for school capital related matters.
- Assist with the planning and management of information with the central estate team and development team.

Leadership and Management

- Work as an active, hands-on member of the facilities management team while managing day-to-day task allocation, rotas, standards of work, operational priorities and support for effective performance.
- Lead by example by undertaking practical site duties alongside the team, including maintenance tasks, portage, emergency response, compliance checks, room set-ups and support for cleaning, security and grounds activity where required.
- Provide clear direction, oversight and practical support to ensure the facilities team delivers a responsive, safe and high-quality service to the school.
- Undertake day-to-day line management of facilities staff, including rotas, task allocation, return-to-work discussions, performance monitoring, training coordination and escalation of conduct, attendance or capability concerns to the Operations Manager in line with Trust procedures.
- Monitor team performance, attendance, training needs and working practices, raising any concerns with the Operations Manager in line with Trust procedures.
- Promote a culture of high standards, accountability, safe working, practical problem-solving and positive communication across the facilities function.
- Demonstrate flexibility to work outside normal hours where required for emergencies, lettings, school events, contractor access, adverse weather response or site security needs.

CORPORATE RESPONSIBILITIES

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

ADDITIONAL NOTES

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

PERSON SPECIFICATION



Experience & Skills	Essential	Desirable
Proven experience of managing complex facilities, including leading internal teams and contractors, and maintaining high standards of quality.	✓	
Excellent organisation skills to ensure adequate resourcing of caretaking, cleaning and grounds maintenance is provided in line with school requirements.	✓	
A working knowledge of building technology and managing routine planned preventative maintenance.	✓	
Knowledge of relevant procedures for cleaning, security, and business continuity.	✓	
Experience of contract management and procurement of specialists.	✓	
A working knowledge of relevant health and safety processes and understanding of CDM regulations.	✓	
Competent with standard ICT applications. Including: Presenting data and graphs identifying trends within Excel for all Utilities. Presenting management reports within Powerpoint	✓	
Qualifications		
Minimum of GCSE English and Maths or equivalent	✓	
IWFM Level 4 Diploma or similar		✓
NEBOSH General certificate		✓
IOSH managing safely qualification		✓
Caretaking NVQ Level 2		✓
Recognised trade qualification in HVAC or electrical (City & Guilds 2382, 2391)		✓
Current first aid at work qualification or a willingness to gain one		✓
Personal Attributes		
Personal pride in promoting a high standard of facilities management and contributing to a positive image of the school, including leading and directing others to this standard.	✓	
A practical, hands-on site management approach, with the willingness and ability to undertake physical site duties directly, including minor repairs, routine maintenance, portage, room set-ups, site checks, emergency response, compliance checks, basic grounds duties and support for cleaning and caretaking activity where required. Able to undertake the physical requirements of the role, including manual handling, walking the site, working at low level, moving furniture and equipment, responding to incidents and working outdoors in a range of weather conditions, with appropriate training and risk controls.	✓	
A proven track record of managing internal stakeholders and building effective relationships.	✓	
Understanding of managing information, presenting technical requirements, and communicating complex needs to a range of stakeholders.	✓	
Highly collaborative working style with a history of creativity to solve difficult issues.	✓	
The ability to challenge and review proposals, manage change and lead on finding solutions.	✓	