



West Town  
Primary Academy



# West Town Primary Academy

## **Site Manager**

### Recruitment Pack



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Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all

## About West Town Primary Academy

Welcome to West Town Primary Academy where we hope you will experience a wealth of enthusiasm for learning and for supporting and helping each other. We are sure you will quickly feel the friendly and positive ethos in the academy from both the staff and the children who would love to share their latest pieces of work and activities with you.

Located in the heart of Peterborough, we are a culturally rich city school with high aspirations for all of our children. We are delighted to continue to be rated a 'Good' School since 2017, and it most recently highlighted, 'The school is well-led and managed. The trust provides effective additional capacity to both challenge and support school leaders. This includes practical support, such as trust subject specialists working with school leaders to refine and redevelop curriculum plans.'

Our vision is to empower every pupil, regardless of their starting point, to unlock their full potential. Through a nurturing, inclusive environment and a rich, engaging curriculum, we strive to cultivate curious, creative, and compassionate learners who are equipped to thrive socially, emotionally, ethically and academically.

Our commitment to our core values of curiosity, creativity, responsibility, courage, compassion, and respect will guide us in our goal to develop well-rounded individuals who are prepared to make a positive impact on their community and the world beyond. We will foster a vibrant,

diverse learning community where every pupil is inspired to become a confident, lifelong learner and an active, engaged citizen.

The academy is underpinned and supported by the ethos and values of Meridian Trust. The core of this philosophy is:

- Achievement for all
- Valuing People
- A high-quality learning environment
- The pursuit of excellence
- Extending the boundaries of learning

We look forward to you joining the team at West Town Primary Academy and look forward to your innovative ideas and positive energy that will inspire our students to achieve their full potential.

Thank you

Mrs Quinn

Headteacher





## A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 35 academies (including 19 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff throughout their training and career development. We have a

proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



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Achievement  
for all

## Trust Vision, Mission and Values

### Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

### Our Vision:

High-quality educational provision for all at the heart of local communities.

### Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;
- Young people are encouraged to think for themselves and act for others, equipping them with the values,

attributes, knowledge and skills to make a rewarding contribution to society;

- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

### The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality  
Learning  
Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of  
Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the  
Boundaries of  
Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement  
for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality  
Learning  
Environment



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Achievement  
for all

## Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

### Benefits:

As a multi-academy trust of 35 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme



To see the full range of benefits available, please visit [Employee Benefits – Meridian Trust](#)

## How to apply

To apply please complete the online form on MyNewTerm. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

**Closing Date:** 26/01/2025

**Interviews:** TBC

### Applying:

For any questions about the application process please contact: Kyla Murray, HR Officer at [kmurray@meridiantrust.co.uk](mailto:kmurray@meridiantrust.co.uk)

*Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.*

*We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.*

*Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.*

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b>	Site Manager
<b>JD Reference:</b>	STD SIT 08
<b>School/Academy:</b>	West Town Primary Academy
<b>Weeks:</b>	52 Weeks
<b>Hours of work:</b>	37 Hours – shift pattern in place including early mornings and evenings
<b>Salary:</b>	Grade 8
<b>Responsible to:</b>	Area Manager / Principal

<b>Role:</b>	To be responsible for all aspects of site management for all agreed sites including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, monitoring contracts/contractors, lettings, monitoring routine maintenance and refurbishment and minor repairs.
<b>Purpose of job:</b>	To improve the productivity of the Trusts sites and to carry out pre-planned maintenance programmes in conjunction with the Estates Area Manager/Principals and to promote the efficient use of the Academy's assets to support the educational objectives of the sites.

#### **Responsibilities and Accountabilities:**

- Site Maintenance – ensure the academy buildings are fit for purpose and that all planned and reactive maintenance is carried out to both buildings and grounds as required. An annual schedule of required works will need to be maintained and liaison with contractors required
- Planning – ensure a premises development plan, including energy conservation, is progressed by costing and planning projects to ensure best value. Agree an annual program of work in conjunction with the Trust Estates Team
- Fire & Security – ensure all systems are maintained and tested and that relevant policies and procedures are in place and regularly updated. This role will also require the post holder to brief staff and students on the safe evacuation of the building and to arrange appropriate practices in consultation with the Principal
- Health & Safety – ensure the Academy complies with current legislation, including the maintenance of appropriate records in conjunction with Meridian Trust's Estates Team. This will require the post holder to maintain appropriate risk assessments for all areas of the build and to liaise

extensively with teaching and support staff. Undertake frequent physical and system/procedural audits to ensure compliance

- Cleaning & Welfare – ensure that the site is kept clean and tidy to deliver an environment suited to learning. The post holder will be required to manage the cleaning contract on all sites
- Portering – manage the provision of portering services across the school sites. The post holder will be required to ensure that classrooms and examinations are set up in accordance with the requirements of the school's teaching and examinations staff. They will also ensure that all deliveries made to the building are logged accordingly
- Budgets – oversee the budgets for all the school to a value of over £100k and work with the Trust Estates Team, Finance teams and Site Officers to make sure ordering processes are kept to and money saving exercises are taken
- Contracts and utilities – manage contractors and arrange visits to sites in conjunction with the Trust Estates Team, Finance Teams and Site Officers
- Be a key part within the area team, working alongside the area manager

**Support for School/Academy/Place of work:**

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures
- The normal working week will be as agreed and contracted with a maximum of 37 hours. These hours will be worked between 6:00 and 10:00 Monday to Friday. All work within this period will be carried out as part of the normal week's work
- The periods of work within the time limit will be flexible and the normal hours of duty of the Site Manager will be planned to cover the needs of the school, particularly weekday lettings. The hours of duty may vary from day to day
- Hours authorized by the Area Manager more than full-time hours will be paid at the overtime rate

**Data security:**

- Act following legal provisions regulating confidentiality and security of data and information in under GDPR regulations

**Health and Safety:**



- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Work/operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments
- Physically able to undertake manual work and to perform tasks set out in this job description
- Contribute to the maintenance of a safe and healthy environment

**Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

**Child Protection and Safeguarding:**

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

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

**All staff will be subject to an enhanced check with the Disclosure & Barring Service.**

**Updated: January 2022**

<b>Person Specification Site Manager</b>	Assessment Key: A = Application Form I = Interview		
<b>Education and Qualification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Good educational background with GCSE or equivalent in English Language	✓		A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Experience of customer interface	✓		A/I
Experience of working in the education sector		✓	A/I
Experience of working with young people		✓	A/I
Experience of working as part of a team	✓		A/I
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Knowledge of using different IT software such as Microsoft Office, Email. With training, use the school management information system	✓		A/I
The interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person)	✓		A/I
Ability to establish good working relationships with colleagues	✓		A/I
Ability to work as an individual, as well as part of a team	✓		A/I
Ability to work using own initiative	✓		A/I
Ability to remain calm and professional at all times	✓		A/I
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Highly motivated and enthusiastic	✓		A/I
Committed and reliable	✓		A/I
High professional standards	✓		A/I
Excellent timekeeping	✓		A/I
<b>Child Protection</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>

Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Flexibility of working hours	✓		A/I