



Information Pack

Appointment of Site Manager
Greenmeadow Primary School

Welcome from the Headteacher

Dear Applicant

Thank you for showing an interest in the post of the Site Manager at Greenmeadow Primary School, a school that is part of the Blue Kite Multi Academy Trust. We hope the information contained in this pack provides you with sufficient insight and information to decide if you have the right qualities, skills and experience to apply for the job.

We are very proud of our school and the opportunities it brings to our children and community and are seeking an enthusiastic, positive and forward-thinking Site Manager to work within our friendly team. You will work closely with the leadership team and helping keep everything safe, tidy and looking its best..

If you feel you have what it takes to support our vision then we would be delighted to hear from you.

Please see attached details about the vacancy. If you would like to speak to me to discuss the job, please email and we can arrange a call. Please email admin@greenmeadow.bluekitetrust.org .

This is an exciting opportunity to work in our school community. You are very welcome, and encouraged, to make an informal visit to the school. We look forward to receiving your application.

Yours faithfully

Kate Mackinnon
Headteacher



*"A school that
grows together,
developing a set of
learning
behaviours that
inspires and
promotes a
growth mind-set
model of 'learning
forever'"*



Our Vision and Ethos

Together, we believe that....

At Greenmeadow Primary School, we believe that every individual matters. We aim to realise the best a child can do, providing opportunities for children to discover their strengths and achieve their potential. Children's successes are celebrated and they are supported to continually improve.

School vision:

Respect ourselves

Grow together

Learn forever

Our children

We encourage children to become independent learners with the confidence and enthusiasm to surprise themselves with what they can achieve. Everyone at our school is committed to building a supportive environment where respect runs through our core values, and kindness, trust and loyalty are shown. In our school it is our expectation that we will all be respectful, reflective and contribute positively to our society. We endeavour to work together to achieve the best possible education for all, so that individuals can maximise their personal attributes and achievements and enjoyment.

Visitors share that they see children who are 'happy, safe and clearly enjoy their learning.'

Our community....

Our school is at the heart of the local community, with children from across Swindon. We offer stimulating extra-curricular activities that support our children in becoming independent.

Our school follows an 'inclusive and holistic approach in meeting the needs of all children.'

Our staff....

Our team are key to our success. As a team we are happy and enjoy learning just as much as the children do. Everyone matters.

This is a school where there is 'a clear collegiate spirit of all staff.'

Be a core part of the team!

Are you someone who takes pride in creating a clean, safe and welcoming environment? Do you enjoy hands on work, being outdoors, making a difference and being part of a team? If so, we'd love you to join our warm and friendly primary school as our site manager.

Set in beautiful grounds, our school is a place where children can learn, play and thrive. We're looking for someone who will care for our building and green spaces as much as we do – helping keep everything safe, tidy and looking its best.

WHAT YOU'LL BE DOING:

- Taking pride in the presentation of our school; looking after our school buildings and outdoor areas, including playgrounds and green spaces
- Carrying out minor repairs, general maintenance and DIY jobs
- Opening and locking up the school each day
- Keeping paths clear and the grounds safe in all seasons
- Supporting staff with practical tasks and helping maintain a calm, orderly site
- Making sure the school is compliant with legal and regulatory standards related to buildings and health and safety
- Leading, and supporting, the cleaning team

WHO WE'RE LOOKING FOR:

- Someone hands on, friendly and proactive, with a good eye for detail
- Basic knowledge of maintenance, DIY or caretaking
- Knowledge of Health & Safety and hygiene procedures and precautions
- Someone who is physically able to carry out the manual handling tasks and cleaning duties
- A person who appreciates nature and enjoys spending time outdoors in all weathers
- A reliable team player who demonstrates good communication skills that allow effective communication with all levels of school staff, governors, pupils and contractors
- Someone who presents themselves in a professional and positive manner as you will be highly visible around the school and are expected to be a good role model and representative of the school community

WHAT WE OFFER:

- A friendly, supportive team across the school
- Stable hours, a generous holiday entitlement and a Local Government Pension
- Ongoing training and support in your role
- The satisfaction of knowing your work helps children feel safe, happy and ready to learn

Our school is part of the Blue Kite Academy Trust, a family of primary schools in Swindon who offer excellent career opportunities, high quality CPD, a competitive salary and an excellent pension scheme.

The hours of work required are 25 - 27.5 hours per week. The role will involve a 7:00am start Monday to Friday. We are able to offer some flexible working options and alternative patterns of work for this role and would be happy to explore this further with candidates. There may be some requirement for duties to be undertaken outside of the normal working day or at weekends. Term time contract, including TD days plus 2 weeks to be agreed.

Salary: Depending on experience and qualifications.

Candidates who are successfully shortlisted will be contacted shortly after the closing date.

Site Manager - Job Description

Responsible to: Headteacher/School Business Manager & Trust Estate

Manager Salary range: NJC L Grade

Job Purpose:

- Take responsibility for the management of the school site and associated facilities as directed by the headteacher and trust estates manager.
- Contribute to and support the implementation of the facilities and premises strategy of the trust.
- Working in partnership with the trust estates manager, oversee all aspects of the school property including repairs and maintenance, security, health & safety and facilities management in line with statutory and regulatory requirements.
- Establish and maintain procedures to ensure that the school grounds are kept neat and tidy.
- Oversee the tendering, evaluation and project managing renovations and small building projects alongside the headteacher and trust estates manager.
- Provide the best environment possible within the resources available to enable the school to achieve its educational aims and provide a safe and welcoming environment to children, parents and visitors to the school.

Key Responsibilities:

- In collaboration with Trust Estates Manager, undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism/arson.
- As main keyholder, unlock/lock the school building as required and to be overall responsible for the security of the school premises, responding to security or fire alarm callouts as required.
- Monitoring of work carried out by the cleaning team and contractors.
- Operate as part of Trust Estates Team, involved in planning, budget responsibilities and site management.
- Oversee maintenance, security and facilities systems on school sites and premises.
- Contribute to the planning, development and monitoring of premises services, supervision of the cleaners and contractors.
- Arrange for regular security checks to be undertaken and advise on how security risks can be minimised.
- Manage fire safety equipment provision and scheduling of fire drills.
- Manage provision of alarm systems, CCTV or surveillance equipment where appropriate.
- Liaise with police, security and surveillance contractors.
- Oversee the activities of external contractors on-site and monitor and report on associated budgets.
- Make arrangements for effective response to emergency call out.
- Under the guidance of the Headteacher, provide support as required during key school events.
- Carry out the goods received procedure for deliveries of goods and equipment to the school site.

Maintenance:

- To undertake, as necessary a range of minor maintenance work.
- Support the Trust Estates Manager in arranging service and maintenance tenders.
- Manage routine maintenance, repair schedules and specialist repairs, taking into consideration planned maintenance schedules, condition surveys and the School Development Plan.
- Supervise maintenance contractors and undertake regular site inspections. Ensure performance of service contractors is monitored and record performance against specified standards.
- Identify defects and record repair and maintenance requirements.
- Provide emergency access to the school site.
- Undertake specialist cleaning tasks.
- Undertake regular checks as required of equipment and resources.
- Assist in implementing the Trust's systems/procedures/policies for site management.
- Manage records, information and data, producing analysis and reports.
- Be responsible for creation and maintenance of purposeful, safe, orderly and productive working environment.
- Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials.
- Promote and ensure the health and safety of pupils, staff & visitors at all times.
- Provide specialist advice and guidance as required.
- Be responsible for the monitoring of resources, inc. monitoring of a budget and regular audit.

- Supervision of lettings including premises, building and projects etc. alongside the School Business Manager. This role will primarily oversee the letting, however the post holder may be required to undertake opening and closing of facilities. This function being undertaken outside normal contractual hours.
- Oversee Health & Safety risk assessments and dissemination and compliance with the Trust's health and safety policies and procedures.

Grounds Maintenance:

- To be responsible for the removal of litter/rubbish from defined internal and external areas at the school and to carry out a daily litter pick of the grounds and to maintain the front entrance/visitors area to a high cleaning standard.
- To maintain the grounds, in an orderly state, including operating some grounds maintenance machinery e.g. strimming, weeding and hedge keeping and sweeping of paths, pruning and upkeep of garden areas.
- To clear pathways to give safe access, taking account particularly the main entrances to the site.
- To maintain external play areas and equipment in order for students to play on a daily basis.
- Providing safe and adequate access to the school during inclement weather, e.g. flooding or snow. To clear and salt paths and playground areas as and when necessary.
- To keep external bin area(s) clean and tidy and arrange with the waste contractor the removal of any excess rubbish.
- To maintain drains and guttering as and when necessary and to ensure grids are kept clear from rubbish accumulation.
- Monitor pest control for the site and engage the services of a licensed contractor as necessary.

Management responsibilities:

- Manage the cleaners and provide support as required.
- Liaise with outside contractors such as cleaning, catering and grounds maintenance.
- Participate in recruiting site and cleaning staff.
- Liaise between Trust Estates Manager, Headteacher, School Business Manager, support staff, and governors.
- Attend all appropriate meetings e.g. Site and Buildings or Health & Safety, as required.
- Assist with induction/appraisal/training/mentoring for cleaners.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school and trust.
- Ensure compliance by self and others with all health and safety policies, procedures and the safe use of equipment and materials.
- Establish constructive relationships and communication with contractors and other agencies/professionals and support colleagues.
- Assist with the preparation of specification for contracts for tender within the School Development Plan.
- Ensure best value is achieved in premises related expenditure, including identifying and implementing efficiency savings.
- Review and update the school's asset management plan using the appropriate software on an annual basis in line with the trust's financial procedures.

Other duties:

- In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
- Undertake any other duties that can be accommodated within the grading level and nature of this post.
- To attend relevant meetings and participate in training opportunities and professional development as appropriate.
- Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.
- Cleaning and maintenance duties will involve dealing with blocked drains and toilets and the clearance of vomit and other excretions. Protective clothing will be provided.
- Some duties will involve work alone, early mornings and unsociable hours on site, e.g. when dealing with lettings.

Site Manager – Person Specification

Qualifications:	Essential	Desirable
NVQ Level 3/HND or appropriate experience in a similar role.	✓	
Good literacy and numeracy skills	✓	
Knowledge, understanding and experience:		
Proven and recent experience of working in a relevant discipline i.e. senior caretaking/site keeping experience in a school or similar environment.	✓	
Management/supervisory experience.		✓
Be able to undertake basic DIY tasks including painting and decorating.	✓	
Proven effective use of ICT.	✓	
Use of appropriate specialist equipment/resources such as alarm systems, CCTV and building management systems.	✓	
Working knowledge of relevant polices/codes of practice/legislation, particularly relating to health and safety.		✓
Demonstrable knowledge of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures.	✓	
Experience of overseeing renovation and building projects.		✓
Hold a valid driving licence suitable to drive manual vehicles and have use of a car.		✓
Experience in landscape work and in the operation of a variety of motorized equipment.		✓
Knowledge of moving and handling procedures.	✓	
Ability to organise, supervise and motivate a team.		✓
Ability to work with people and communicate both orally and in writing.	✓	
Can work reliability and independently and can demonstrate the ability to problem solve.	✓	
Ability to be proactive, prioritise and manage workflow and own time and respond to change.	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
Ability to relate well to children and adults.	✓	
Willingness to participate in development and training opportunities.	✓	

Recruitment process

Greenmeadow Primary School is part of the Blue Kite Academy Trust. The Trust recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success.

The appointment is subject to a satisfactory medical report and references.

You may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at:
<https://www.lgpsmember.org>.

Probationary Period: New employees are required to complete a five-month probationary period.

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check and a barred list check.

Right to work check: This appointment is subject to verification of the right to work in the UK.

Where the successful candidate has worked or been a resident overseas in the last five years, such checks and confirmations may be required in accordance with statutory guidance.

We are able to consider flexible working options and alternative patterns of work for this role and would be happy to explore that further with candidates. We are committed to offering flexible working options that meet the needs of the Trust and offer our employees a good work / life balance.

There may be some requirement during the academic year to attend events or meetings outside of your normal working hours.

A commitment to training and professional development

We are committed to recruiting, developing and supporting excellent staff and provide a range of opportunities to enable all our staff to reach their full potential.

Safer Recruitment Statement

Greenmeadow Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) Disclosure, medical pre-employment checks, Disqualification Declaration and proof of Right to Work in the UK. References will be contacted and checked prior to interview (if you do not wish us to contact references prior to interview please make this clear on your application). Proof of qualifications will be required and failure to disclose any other required information may render applicants liable to disqualification or dismissal if appointed, were the failure to come to light. Therefore it is imperative that you provide all relevant information requested in order to meet this safeguarding commitment.