



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK

SITE MANAGER

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Site Manager

Reporting to: Business Manager and Headteacher

Job Purpose: To undertake general care taking duties including general maintenance and repair whilst also supervising cleaners and other caretakers.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



JOB DESCRIPTION

1. To supervise the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification. To supervise the work of the cleaners and associated tasks.
2. Carry out maintenance repairs as instructed.
3. Report any repairs or maintenance work required at school which is beyond the competence of the care taking staff.
4. Carry out any cleaning duties as required including checking the school grounds are clear of litters and other harmful materials.
5. Conduct and record regular testing of alarms within school including fire and security alarms.
6. Ensure that all fire fighting equipment is regularly maintained and that unrestricted access is available to this equipment and to all fire exits.
7. Ensure that protective clothing is worn and that safe methods are adopted, and that health and safety rules are adhered to.
8. Maintenance of outside areas of the school grounds including ensuring that all areas are clear of tripping and falling hazards.
9. Ensure that the school premises and furnishing areas are safe and in good order.
10. To attend appropriate health and safety training programmes.
11. Ensure that school walkways and designated play areas are clear of snow and icy patches in poor weather.
12. To be responsible for supervising external contractors on site with regard to repairs and maintenance of the school building.
13. Ensure that buildings are heated to a satisfactory standard and adjust heating levels according to seasons and holiday periods.
14. Checking, safekeeping and ordering where appropriate of school supplies relating to building cleaning, maintenance and security items.
15. Service of any lettings organised by the school, including the setting out of any equipment and furniture as required by clients.
16. Responsibility of the security of the school building and their contents including the opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly.

JOB DESCRIPTION

17. Carry out specific procedures in the event of fire, flood, accident or major damage.
18. To be the named key holder for the school premises.
19. Receive supplies and deliveries and take responsibility for the movement of larger items around the school including where necessary the co-ordination and control of on-site parking for goods vehicle deliveries.
20. Undertake the Driver Trainer Assessor training to train staff within the Trust.
21. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
22. Any other duties of a similar nature related to the post which may be required from time to time.
23. To carry out your duties with full regard to the Trust Equality Policy.
24. Comply with Health and Safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
25. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.
26. Any other duties of a similar nature related to the post which may be required from time to time.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	E1	Basic skills/induction	AF/I/R
	E2	Willingness to participate in training and development opportunities	AF/I/R
EXPERIENCE & KNOWLEDGE	E3	At least 2 years practical experience in building maintenance, heating, ventilating, electrical or similar work	AF/I/R
	E4	Staff Supervision	AF/I/R
	E5	Experience in the application of Health and Safety legislation	AF/I/R
	E6	Knowledge of security systems and procedures	AF/I/R
	E7	Understanding of appropriate cleaning methods and standards	AF/I/R
SKILLS	E8	Ability to respond to changing priorities	AF/I/R
	E9	Able to deal with emergencies outside normal working hours, following set procedures	AF/I/R
	E10	Ability to manage and prioritise workload	AF/I/R
	E11	Able to supervise staff	AF/I/R
	E12	Ability to communicate effectively both verbally and in writing to other academy staff	AF/I/R
PERSONAL ATTRIBUTES	E13	Flexible approach to working arrangements in line with the duties of the post	AF/I/R
	E14	Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed	AF/I/R
	E15	A commitment to working as part of the whole school team and supporting the vision and aims of the school	AF/I/R
SPECIAL REQUIREMENTS	E16	Ability to comply with the Trust's No Smoking at Work Policy and Alcohol at Work Policy	AF/I/R
	E17	Capacity for independent travel in line with the duties and requirements of the post	AF/I/R
	E18	Motivation to work with children	AF/I/R
	E19	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R
	E20	Suitability to work with children	AF/I/R
	E21	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintain discipline	AF/I/R

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ EDUCATION	D1	To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline.	AF/I/R
EXPERIENCE & KNOWLEDGE	D2	Experience of serving lettings	AF/I/R
SKILLS	D3	Manual Handling experience and training	AF/I/R
	D4	Ladder Safety training and experience	AF/I/R

Key – Stage identified

AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check



BISHOP HOGARTH

We are
BISHOP HOGARTH
Catholic Education Trust

Thank you for your interest in our vacancy



www.bhcet.org.uk



Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**