



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.

WELCOME FROM THE PRINCIPAL



Welcome to Heworth Grange School

Thank you for your interest in joining Heworth Grange School. As Principal, I am proud to lead a community that is committed to delivering an excellent education for every student who comes through our doors. Our ambition is clear: to be the school of choice for our community and beyond – a place where parents have confidence, students are proud to belong, and staff feel valued, supported and, as part of a determined team, able to make a meaningful and lasting impact.

Heworth Grange is a school that is more than an organisation focused solely on examination outcomes, although our students do achieve highly across a wide and diverse curriculum, from maths and Computing to Dance and Film Studies. What defines us is the breadth of opportunity we offer and our commitment to supporting and developing the whole child. We believe education should extend far beyond academic achievement, shaping character, ambition, and responsibility.

Our curriculum is intentionally broad and balanced to ensure there is a pathway to suit every learner's strengths, interests, and aspirations. We want our young people to uncover their talents, find their passions, and develop the confidence they need to succeed in life. Alongside academic rigour, we place significant emphasis on personal development, community engagement, and preparing students for the challenges and opportunities that lie ahead.

We are a large school with excellent facilities, yet we are increasingly known for the warmth, connection, and genuine care that underpin our culture. The strength of Heworth Grange lies in its people. Our talented and dedicated staff team bring expertise, integrity, and compassion to their roles, ensuring our students feel seen, supported, and inspired. Joining Heworth Grange means becoming part of a collegiate, ambitious, and highly committed professional community where your contribution will be valued and where you will be supported to grow and excel. It's a lively and vibrant place to work where the rewards of delivering real change to our students and community are more than worth the efforts.

As a member of staff, you will play a central role in delivering exceptional teaching and pastoral care, shaping the experience of our students, and contributing to our continuous drive for improvement. We expect high standards, but we invest heavily in professional development, collaboration, and the systems that enable staff to thrive in their work. We're on a journey of transformation and, as part of the DfE's RISE programme, we're receiving additional funding, support and opportunities to work with other local schools and trusts to ensure we become recognised as the excellent school our students deserve. Our most recent Ofsted inspection took place in November 2024 and celebrated the changes that had been put into place – those changes are now embedded and we're confident that our next inspection will show significant improvements in all key areas. We need the best people to join us and help accelerate those improvements.

If you've got the moral drive, enthusiasm and energy to join our team at Heworth and really make a difference to children's lives, I'd love to hear from you. If you are considering joining us, I encourage you to visit the school, meet the team and experience our culture in action. Seeing our community on a typical day is the best way to understand what makes Heworth Grange such a rewarding place to work.

Neil Rodgers
Principal

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

- Responsible for the development and delivery of all facilities matters at the school, managing day to day hard and soft services.
- Manage planned maintenance programme and oversee the delivery of statutory compliance tasks, acting as the focal point for the school's premises needs.
- Assist the central estate team with the delivery of capital maintenance and improvement works, acting as the school's key stakeholder.
- Manage the school's facilities teams and contractors setting the standard, managing quality, and identifying areas of improvement.
- Work closely with the Head of Estates & Regional Estates Manager to create a best practice model for facilities management in our schools.
- Develop briefs, establish objectives and work with specialists to ensure our requirements are met and all statutory and compliance matters are fulfilled.
- Build relationships with our other schools and be the first point of contact for your estate.

CORE RESPONSIBILITIES & TASKS

Health and Safety

- Take responsibility for school health and safety policy, procedure, and practice. Working closely with the Business Support Officer and health and safety team to ensure best practice is achieved, including making recommendations and changes where required.
- Lead and deliver the school's regime for statutory health, safety, and compliance in line with current regulations and trust policies. Examples include management of asbestos, fire, water quality, gas, and electrical safety. Maintain appropriate records to demonstrate compliance to the standard established by the trust.
- Undertake reviews of activities within the scope of Facilities Management as required by trust staff and our health and safety team, reporting non compliances to senior colleagues as appropriate.
- Monitor and update the estate risk register in line with the school risk profile, identifying potential areas of vulnerability to the head of estates and senior school colleagues. Develop mitigation plans and provide guidance on risk avoidance. Conduct reviews of process and procedure as required.
- Undertake reviews of school Facilities Management systems and processes ensuring statutory policies are up to date and implemented effectively.
- Ensure risk assessments are in place for all relevant hazards and working procedures, ensuring that staff are familiar with safe working practices and understand the importance of compliance.
- Support the school senior team and wider trust colleagues to manage incidents and deliver an effective business continuity plan when required.
- Ensure the FM team is competent to undertake their duties and that all colleagues receive training commensurate with their roles. Report on FM development needs as required.
- Support the central estates team with monitoring works progress on site, ensuring building and maintenance work is in accordance with health and safety requirements and reporting issues to the project manager.
- Manage and oversee the maintenance of records and information, including daily checks and inspections in accordance with industry best practice.

- Oversee the schools fire safety requirements including inspections, processes, and daily checks.
- Act as a fire marshal for the school.
- Be a lead participant in the school's health and safety committee.

Financial Management

- Support the Business Support Officer and central finance team to manage estate and facilities budgets within the area of responsibility. Including housekeeping, security, planned maintenance, reactive maintenance, cyclical maintenance, and energy management.
- Manage the availability of critical spares and stocks required for the day to day management of the site, ensuring your team have the equipment they need.
- Ensure cost effective procurement in line with trust policies and procedures.
- Monitor standards of delivery by external contractors and consultants against specifications and KPIs. Report performance to senior colleagues on a regular basis.
- Assist the Business Support Officer to develop and administer the hire services of school facilities.

Site Security

- Be responsible for the management of security systems during and outside of school operating hours. Manage requirements for opening the site as required and oversee processes for keyholding.
- Manage the operation and maintenance of all security and surveillance systems.
- Arrange and participate in site cover, managing shifts and rotas to provide sufficient staffing at the school to meet the opening times required.
- Respond to call outs and emergencies as required.

Maintenance Management

- Ensure that all property and grounds are maintained in accordance with agreed programmes and to established standards.
- Oversee and manage the school helpdesk process ensuring that repairs and issues are identified and actioned by maintenance teams within the required timescale.
- Ensure that all plant and equipment is operational and properly maintained in a safe working condition. Ensure that all programmes for inspection and repair are undertaken within the required timescale.
- Monitor the function and provision of all services, taking reading of meters and reacting promptly to issues or hazards.
- Ensure that all grounds are properly maintained and the external appearance of the premises; including signage, support the trust's brand standards.
- Ensure all Facilities contracts are in place and monitored for effectiveness in line with specifications and agreed arrangements.

Housekeeping

- Manage the portorage of goods, furniture, and equipment on behalf of the school.
- Oversee the provision of cleaning services in accordance with the schools cleaning specification, including reviews of the service with senior colleagues. Plan resources and rotas according to school requirements, including out of hours and lettings.
- Oversee the waste management process including all equipment and storage areas. Ensure compliance with environmental and sustainability requirements.
- Monitor and report on the performance of the waste management contract. Identify opportunities to improve sustainability, recycling or reuse of waste generated by the school.

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 matters with the development team.
- Assist with the planning and management of information with the central estate team and development team.

Leadership and Management

- Line management of the facilities management team.

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.	✓	
An active member of the facilities team with a hands-on approach to help others as and when required to ensure high workloads are resolved effectively and professionally.	✓	
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.	✓	