



Site Manager Information Pack

We welcome applications from all suitably qualified people regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Beecroft Academy is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced disclosure application to the Disclosure and Barring Service (DBS). CVs will not be accepted for any posts based in schools. We are an Equal Opportunities employer.



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Site Manager – required to start as soon as possible

- Hours: 52 weeks a year – ideally 37.5 hours per week Monday – Friday, 7:00 – 11:00am and 3:00 – 6:30pm
- Holiday entitlement: 28 days (depending on continuous service, if applicable)
- Overtime payable for ‘out of hours’
- Salary Scale: Point 11-15, £28,142 - £30,024 per annum, depending on experience
- Applicants must be able to attend security call outs promptly (first contact)

We are looking to recruit an experienced, reliable, flexible and self-motivated Site Manager to manage all site related issues including:

- Security, health & safety and compliance
- Maintenance of site, buildings, furniture, fittings and equipment
- Energy management and conservation
- Porterage
- School minibuses

We have made considerable investment in the premises over the last 10 years and as such the ideal candidate will strive to continue with the high standards of cleanliness and maintenance that contributes to Beecroft being a ‘Good’ school.

Closing date: Monday 14th July

Interviews: Thursday 16th July

Interested candidates are welcome to contact Mrs Emma Taylor – School Business Manager

Email: recruitment@beecroftacademy.co.uk for further information or to arrange a visit

To apply for the post, please visit MyNewTerm

Please note that earlier applications would be welcomed and shortlisted candidates may be interviewed before the closing date.

A warm welcome

From Mrs Sarah Hughes, Headteacher, Beecroft Academy

Dear Applicant

Thank you for your interest in the post of Site Manager at Beecroft Academy. This post offers an excellent opportunity for someone wishing to contribute towards a successful and supportive team.

Beecroft Academy is a wonderful school where everyone is passionate about working together to ensure we are 'Achieving Excellence Together'. When appointing we look for staff to join our team who are keen to contribute to this motto and show a passion for working with children to help them achieve the very best that they can.

Visits to the school are welcome and strongly encouraged. If you would like to arrange a visit, please contact the school office on 01582 663486 to arrange a suitable time and date.

A person specification and job description are included below. Please note that only candidates who fulfil the essential requirements will be shortlisted; therefore, please ensure you refer to the components of the person specification in your application form. You can find much more information about the school and our ethos on our website www.beecroftacademy.co.uk.

During the selection process, each candidate's fulfilment of the requirements will be evaluated using a variety of tools and the process will also include an assessment of your suitability to work with children. Beecroft Academy is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure, references and medical clearance.

Your current or previous employer will be contacted as part of the verification process. If you are short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

I would like to thank you for your interest and wish you good luck.

Yours sincerely

Mrs Sarah Hughes



Why work at Beecroft Academy?

Beecroft Academy is based in Dunstable. The school benefits from modern facilities including spacious, light classrooms, all of which are fully equipped with smart screens. The school also enjoys large playing fields, a dedicated Forest Schools area, tepee and a school garden.

Visitors to the school often comment on how friendly and welcoming Beecroft Academy is. Staff retention is high which reflects the supportive environment in which we work. The children are hardworking, capable and diligent. New staff often comment on how supported they feel as part of the Beecroft team.

Beecroft Academy offers staff:

- A friendly working environment
- Supportive and caring colleagues
- A positive attitude to staff well-being and mental health
- Excellent opportunities for professional development
- Access to regular staff social events

Making an application

The purpose of the selection process is to assess your suitability for the post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which you have provided on the application form and accompanying information. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

How to apply

To apply for this position, please visit [My New Term](#)

Short-listing

Applications will be assessed based on the information provided on the application form; only those best fulfilling the criteria for the role and the person specification will be shortlisted.

Subject to the number of applications, short-listing may take place before the deadline for applications has passed.

If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

Interview

Short-listed candidates will be interviewed initially informally by a member of the senior team.

Candidates will also be given a tour of the School, and there will be a chance to meet members of the school informally.

Selected candidates will then be formally interviewed by the Headteacher and other members of the school management team.

Job Description – Site Manager

Responsible to: Headteacher

Grade: Level 4A Scale Point 11-15

Hours: 52 weeks a year

This job description may be amended at any appropriate time, following consultation between the Headteacher and the Site Manager, and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

Core purpose of post:

- To work with the Head Teacher and Trust's Estates Team on the long and short-term planning, implementation and high-quality delivery in relation to facilities, health and safety and premises related aspects of the work of the school and its local environment.
- To contribute to the delivery of the School Plan, supporting the Values based ethos, aims and vision of the school

Organisation chart:



Safeguarding Children and Young People

Beecroft Academy is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Appointment to this post will be subject to the following pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Professional Registration (for qualified teaching staff)
- Disclosure and Barring Service (DBS) (for all staff and volunteers)
- References (these will be sought before interview)

A start date for successful job applicants will not be confirmed until clearance from all the above checks has been obtained.

Please note that the DBS check will reveal ALL convictions, reprimands, cautions and bind overs even if considered as spent within the Rehabilitation of Offenders Act. As this post is a regulated activity, a DBS check is essential.

Main duties and responsibilities:

- Plan and manage change, where relevant, in accordance with the school development plan
- Ensure the safe maintenance, compliance and secure operation of all school premises
- Promote and maintain the highest standards of cleaning and hygiene
- Maintenance of the site, buildings, furniture, fittings and equipment
- Health and Safety - perform the role of Health and Safety Co-ordinator
- Promote energy management and conservation
- Porterage
- Day-to-day maintenance of school minibuses, general cleanliness and adequate diesel in tank for future trips
- Liaise with contractors, for example waste removal and fire alarm servicing

Management of school - budgets

- Actively monitor and control performance to achieve value for money
- Liaise with the School Business Manager to check and sign off all expenditure for maintenance, cleaning and contractor invoices and to manage the maintenance budget
- Arrange for the ordering of supplies and equipment in accordance with the budget plan and school

Security of premises

- Ensure the maximum level of security consistent with the ethos of the school
- Undertake the responsibility of the keyholder – unlocking and locking at the start and end of day
- Ensure that the buildings are opened and locked as required, including all windows, doors and gates
- Ensure that all lights, heaters and gas controls are turned off every night
- Set and respond to alarms (both fire and security), reporting malfunctions as necessary and arranging for repairs to be carried out in a timely fashion
- Ensure fire alarms and fire equipment are tested regularly and maintain records
- Ensure that external security lighting is functioning as required
- Provide an on-call emergency service out of hours
- Check all fences, gates (including powered), doors and movable wall panels on a monthly basis

Cleaning and hygiene

- Ensure that standards of cleanliness and hygiene are maintained throughout the premises
- Ensure that all cleaning materials are stored and utilised in line with COSHH regulations
- Ensure that all waste is removed on a daily basis and that additional rubbish, i.e. broken furniture, is stored safely and disposed of as appropriate

Maintenance of furniture, fittings and equipment

- Ensure that furniture, fittings and equipment are checked regularly, including electrical testing, carrying out repairs and replacements as necessary, advising the Headteacher where major expenditure is required
- Ongoing maintenance on equipment
- Ensure that rooms/the hall/field are prepared for usage as per direction from SLT or in response to requests from the teachers

Maintenance of the building

- In liaison with the Headteacher, devise and implement an annual maintenance and decoration programme
- Carry out handyperson duties in respect of minor or temporary repairs
- Check all gutters and roof channels and clean as necessary
- Check all rainwater goods and re-fix and adjust as necessary
- Check all drain gullies at ground level are clear, remove all debris and clean as required

Maintenance of Site

- Liaise with contractors in respect of site maintenance.
- Liaise with the cleaning team, if required and liaise with the Cleaning Area Manager re: audits
- Review and monitor weather conditions. Monitor snow fall and keep the Headteacher informed of conditions from early morning as required
- Ensure that access to the school, in the event of bad weather, is maintained, ensuring that the drive and paths are salted and clear of snow, ice and leaves etc
- Ensure that all deliveries, including equipment, furniture and resources are dealt with promptly and items repositioned as required
- Check that the external bins are emptied in accordance with the terms of the contracts. Liaise with Bedford Borough or Central Bedfordshire Council if bins are not emptied
- Litter picking around the site
- Complete daily, weekly and monthly check lists

Health and Safety

- Be aware of all school policies and procedures on health and safety, including asbestos procedures and the fire risk assessment.
- Ensure fire procedures, including evacuation practices, alarm tests and the maintenance of the alarm system records are fully complied with
- Advise all staff of any working practice which contravenes Health and Safety
- Arrange and undertake termly Health and Safety Inspections in conjunction with the Health and Safety Governor and report to the Headteacher and Governors via the Headteacher's report.
- Progress actions arising from annual Health and Safety audit carried out by Trust's Health and Safety

competent person, using the health and safety management system to hold all site related records.

- Undertake health and safety monitoring procedures, completing all statutory testing in relation to the school building, including water testing for legionella logs, activity trail checks, fire alarm and call point testing and emergency lighting testing, keeping relevant records on SMARTLOG
- Organise annual checks of fire extinguishers and other firefighting equipment, and all other equipment requiring routine maintenance:
 - Boilers and gas fired water heaters
 - Access control
 - Intruder alarm
 - Food tech cookers
 - Main kitchen cookers
 - Main kitchen extract canopy
 - Lifts and hoists
 - Gas safety inspection
 - Boiler insurance inspection
 - Sanitary bin cleaning
 - Server room air conditioning
 - Portable appliance testing
 - Electrical periodic inspection and testing
 - Fixed wire testing
 - Trees risk and condition survey
 - Checks of sports equipment
 - External play equipment
 - Lightning inspection
 - Air conditioning units
 - Shutters
- Maintain systems to enable the identification of hazards and risk assessment
- Assist staff in the preparation of risk assessments
- Check all yellow safety markings around the school and repaint as necessary

Energy Management and conservation

- Ensure that the school is at an appropriate temperature by 8.00am each morning
- Ensure that services are adjusted during the school holidays and for lettings as appropriate
- Ensure that the boiler house is kept clean and tidy and that no flammable liquids or materials are stored there. Check the boiler for leaks
- Ensure that light bulbs and fluorescent tubes are replaced as necessary, applying appropriate health and safety regulations
- Adjust timers on outside lights as required
- Annual cleaning of heaters

Management of Lettings

- Liaise with lettings representatives to ensure that gates are open and all agreed facilities are available

Minibuses

- Maintain documentation for the administration and repair/servicing of the school minibuses
- Carry out weekly and monthly routine inspections of the buses, including cleaning and ensuring they are always fuelled
- Ensure buses receive service and MOT checks as per the log details

General

- Attend health and safety courses, as required, relevant to the role of Site Manager e.g. legionella, asbestos etc
- Work with the School Council as and when appropriate
- Driving the minibus to planned trips and visits
- Check photocopier paper and restock as required
- Retrieve all balls and play equipment from roofs

- Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential and sensitive information
- The job role may require a certain amount of paid overtime to be worked during the year
- To follow the staff code of conduct, (Policy 31), in its entirety
- To undertake any other duties of a similar level and responsibility as may be required
- Other general maintenance as required
- Attend fortnightly meetings with the Headteacher to present and discuss the site report

Person Specification - Site Manager

Essential	Preferred	Source
General		
<ul style="list-style-type: none"> · Have a right to work in the UK · Have a clean driving license · Have a commitment to the safeguarding and welfare of pupils · DBS Clearance · Appropriate motivation to work with young people 	<ul style="list-style-type: none"> · License enabling the driving of the minibus 	<ul style="list-style-type: none"> · Certificates provided at time of interview
Education, Qualifications and Training		
<ul style="list-style-type: none"> · Good standard of literacy and numeracy · Able to converse and communicate in accurate and fluent English 	<ul style="list-style-type: none"> · Further qualifications related to site management or trade e.g. plumbing, electrical, carpentry · IOSHH trained – obtained or working towards · MiDAS trained, or the willingness to obtain the qualification 	<ul style="list-style-type: none"> · Certificates · Application · Interview
Experience		
<ul style="list-style-type: none"> · 2-3 years relevant experience · Previous experiencing supervising staff 	<ul style="list-style-type: none"> · Previous experience in a school · Previous experience of managing a budget 	<ul style="list-style-type: none"> · References · Application
Knowledge, skills and abilities		
<p>Read and interpret information</p> <ul style="list-style-type: none"> · Maintain work related records and produce related reports · Demonstrate numeracy, ICT and literacy skills · Demonstrate a knowledge of COSHH and Health and Safety legislation · To carry out repairs including, including plumbing and joinery work – handy person skills · Use interpersonal skills, motivation and communication skills · Good organisational skills · Ability to work on own initiative and make decisions - Ability to work under pressure · Ability to respond to call outs during unsocial hours · Ability to develop a good professional working relationship with staff, pupils, visitors and all users of the school site · Knowledge of IT (Excel/Word/email/internet) 	<ul style="list-style-type: none"> · Knowledge of Google Suite 	<ul style="list-style-type: none"> · Application · Teaching observation · Interview

Leadership qualities and experience

- Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene
- Willingness to work flexibly to adapt to the schools changing needs
- Willingness to work overtime if needed, including evenings and weekends
- Ability to work without supervision
- Trustworthiness
- Willingness to undertake further training as appropriate

- Understanding of own strengths and areas for development

- Application
- Interview

Personal qualities

- Physically fit with the ability to undertake manual work and to perform tasks included in the job description
- Ability to move and use domestic and industrial cleaning equipment, (polishers, floor strippers, vacuum cleaners etc.)
- The skills required to help raise standards
- Positive, energetic, enthusiastic and resilient, thrives on a challenge
- Ability to maintain confidentiality
- Commitment to personal and professional development
- Commitment to whole school improvement
- Team player
- Self-motivated, enthusiastic and committed
- High expectations and professionalism
- Well organised
- Willingness to undertake appropriate training
- Committed to inclusion and equal opportunities for all
- Ability to work effectively and flexibility both independently and as part of a team and meet deadlines

- A good understanding of work life balance and how to achieve this

- Interview
- Teaching observation
- Application
- References

Other

- Availability for call out duties (e.g. to respond to alarms) out of working hours
- Willingness to wear protective clothing
- To be honest and reliable
- To have a sense of humour
- To act with integrity

- Application
- Interview