



Job Application Pack **Site Manager**

Salary: Scale 4, points 7 – 11 (£22,369 - £24,054 p.a.)

Contract type: **Full time, permanent**

Normal hours of work: 7-11am and 2:30-6pm Mon-Fri

Closing date: Wednesday 7th December 2022



Letter from the Headteacher

Dear Applicant,

Thank you for your interest in becoming one of the team at Firbeck Academy. Here, after a period of instability (pre-2019), we now strive for excellence.

The successful candidate will contribute positively to the whole school team and ethos, and will work closely with our School Business Manager and Leadership Team. We are looking for a forward-thinking and highly knowledgeable and skilled site manager who is 'hands on', holds high expectations and committed to improving the life chances of our young people.

The school are proud to be part of the Nova Education Trust and are committed to providing high quality education for all our children and their families.

Firbeck Academy is situated in the Wollaton area of Nottingham and currently there are 176 children on roll.

The ethos of the school is centred upon the motto "Work Hard – Be Kind" and we start this right from the beginning, in our nursery. This motto epitomises our genuine commitment to coupling high academic expectation and achievement with a whole-team dedication to pupils' spiritual, moral, social and cultural development. We have a set of "Work Hard" values that we teach directly to ensure our pupils consciously become the best learners they can be. In addition we have "Be Kind" values – giving pupils 'ways of being' rather than 'rules to follow'. Our pupils have high potential and respond well to the wide variety of learning opportunities presented to them.

The staff team is made up of a dedicated and highly skilled group of leaders, teachers, teaching assistants and administrative staff. In addition, a team of midday supervisors care for the children at lunchtimes.

This position will be available from the 3rd of January 2023 and is offered on a full time, permanent basis. Hours of work can be flexible around core duties.

I hope you like what you have seen of us so far and look forward to receiving your application.

Kind regards

Miss Sem Cao
Headteacher



Application Details

Thank you for your interest in the Site Manager vacancy at Firbeck Academy. Further details of this post, the school and the trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form. You should use the appropriate space on the form to demonstrate your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website <https://www.firbeck.org.uk/page.php?p=vac> or via www.novaeducationtrust.net.

Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 9am on the closing date of Wednesday 7th December 2022. If you do not hear from us within two weeks of the closing date please assume that, unfortunately, your application has been unsuccessful. Interviews will be held week commencing Monday 12th December 2022.

Safeguarding

Firbeck Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description

Site Manager

Specific Responsibilities

Health & Safety Management

This area requires the candidate to manage and monitor the day to day running of the school site in full compliance with legal and statutory requirements pertaining to the Health & Safety at Work Act 1975 and the Regulatory Reform (Fire Safety) Order 2002.

- Using the Online Estates Portal, ensure that all regular Health and Safety and Fire checks are undertaken and recorded in a timely manner.
- Using the Estates Portal, ensure that all statutory certifications and checks are recorded and remedial works/issues are actioned.
- Provide formal risk assessments as required by the school site.
- Manage and monitor contractors to ensure safe implementation including compliance with H&S and safeguarding requirements on site.
- Work with line manager and Trust Head of Estates, review and then work within scope of H&S risk assessments, ensure safe working by self and contractors on site, and ensure the safety of others who may be affected by activities carried out on the site.
- Be responsible for arranging testing, and maintaining records to meet statutory regulations including, but not limited to, Portable Appliance Testing, fixed wire/gas safe, legionella, asbestos and fire checks.
- Ensure supplies and/or hazardous materials maintained on site are correctly stored and used in line with H&S requirements.
- Provide call out, open and close and essential health and safety checks.
- Comply with the policies and procedures of the organisation and wider trust and undertake regular training as required by the Senior Leadership team.

Site & Operations Management

- Have responsibility for ensuring an effective and efficient caretaking, cleaning and maintenance service is delivered across whole school.
- Line manage caretaking and cleaning staff / contractors.
- Attend training and networking meetings provided by the Trust.
- Ensure the security of premises and grounds, including opening and locking up, responding to alarms and making the building secure if necessary in emergency situations out of hours.
- Ensure the ongoing maintenance of plant and equipment, heating, air management and other key systems, and ensuring boilers and other key related equipment are serviced and maintained in accordance with regulations and Trust requirements.



- Ensure external grounds are kept clean, tidy and safe, including emptying litter bins, cleaning drains, salting hard surfaces and moving snow as required.
- Be the main point of contact for external lettings.
- Ensuring external lettings are maintained in accordance with regulations and Trust requirements.
- Completing, or as appropriate, overseeing minor building works, including obtaining quotes where needed, agreeing budget with the Trust Head of Estates and school-based line manager.
- Planning and delivery (as agreed with the Trust Head of Estates and school based line manager) of proactive and reactive maintenance supporting repair, renewal and improvement of premises.
- Carry out caretaking and manual handling duties as required to ensure the needs of the school are met including moving furniture, equipment, setting out of spaces around the building for example.
- Undertake cleaning duties including glass and windows; removing graffiti; line managing the cleaning team as needed (where services are outsourced) to ensure that all areas, including classrooms, toilets, corridors and halls are clean and tidy at all times.
- Assist with the procurement of services as agreed with the Trust Head of Estates and school line manager, including maintenance contracts and small works, ensuring best value and compliance with financial regulations.
- Be available to attend in the evenings or weekends when necessary for extra-school activities/to ensure safety and security of site.
- Comply with the policies and procedures of the organisation regarding safeguarding and welfare of children.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be directed by the Head of School to carry out any other duties that may be reasonably regarded as within the nature of the duties and responsibilities of the post.

Overview of the Trust

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.



Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.