



Birchwood High School



Deputy Site Manager Recruitment Pack

Human Resources Manager Recruitment Pack



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Letter to applicants

Dear Applicant,

Thank you for showing interest in our Deputy Site Manager vacancy. Birchwood High School is a fantastic place to work and I have great privilege to lead an inspired team of staff who are dedicated to the education of our 1400 students. It is a school where we get the balance right between academic progress, pastoral support & welfare and curriculum enrichment. This was reflected in our Ofsted Inspection (June 2019) where we were judged to be Good in all areas.

We are very proud of our inclusive and non-selective ethos, with some students progressing on to the very best universities in the country whilst other students needing significant support to help them progress. It is a 'comprehensive' mix of keen and enthusiastic students who make the days and weeks fly by.

We are seeking to appoint an experienced Deputy Site Manager to join our site team and be responsible for ensuring the school grounds and buildings are clean and well maintained as a safe and healthy environment for all users of the school premises. You will make a significant contribution to the maintenance of the buildings, fixture and fittings.

This role is a full time, 52 week per year position with a salary from £26,409 plus fringe allowance per annum.

To apply, please ensure that when completing the online application form you include in your statement the reason for your interest in the role, what relevant skills and experience you have that will assist you in fulfilling the expectations of the role, your values and why you want to be part of the Birchwood Community.

Applications should be submitted using the [mynewterm](#) platform no later than **9am on Monday 6th January 2025**. Interviews will be held soon after.

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact Sarah Wilkinson directly on swilkinson@birchwoodhigh.org.uk.

Yours sincerely

Mr Sam Griffin
Principal



About Bishop's Stortford and Birchwood High School

Bordering the county of Essex, Bishop's Stortford is a thriving, historic and picturesque market town situated in Hertfordshire. The town is served by direct train links into London Liverpool Street, Cambridge and Stansted Airport and the M11, M25, A120, A10 and A414 making Bishop's Stortford easily accessible to Cambridgeshire, London, Hertfordshire, Essex, and Stansted Airport. With such great transport links, easy access to beautiful countryside and a wide range of excellent local primary and secondary schools, it is easy to see why this is a favoured commuter area.

Our School is located in the north-east of Bishop's Stortford, close to the town centre and the train station. It is situated in an attractive open setting within a residential area backing onto mature woodland. Converted to a Single Academy Trust in 2011, Birchwood is a well-established, attractive, all round inclusive, co-educational secondary school and sixth form.

We have a PAN of 240, and a current sixth form of 227, making us one of the biggest schools in the local area. Most students enter our school at Year 7 from primary schools within the town and surrounding area. We work hard to foster good relationships with our local primary schools and a particular emphasis is put on transition to Year 7.

We have great pride in being an inclusive school with an all-ability ethos that respects and responds to the different backgrounds and situations of all our students. We offer a broad curriculum choice and an extra-curricular programme that encompasses the National Curriculum and beyond. It is central to our ethos that the curriculum is accessible to all students and Birchwood has a strong local reputation for SEND provision.

Investment has been made in initiatives to facilitate recovery from the pandemic, these include a whole school literacy programme, now in its second year, and the development of an intervention centre to provide targeted support where it is most needed. Students, staff, and trustees have worked together on recent initiatives to champion equality, diversity, and inclusion, with a particular focus on gender equality as well as LGBTQ+, race and ethnicity, to foster a whole school culture where everyone feels welcome and safe to bring their whole selves to school.

Our school buildings and facilities are modern and well maintained. They include a light and welcoming library, dedicated sixth form centre, cafeteria and kitchens, and a full range of equipment and rooms to support our wide curriculum offer. We also have a modern sports hall and gym, a dance studio, and a dedicated drama studio. Staff have access to a large staff room and shared work area. In addition to the indoor facilities, there are well maintained grounds which include social areas, a 3G Astroturf pitch and a large playing field for grass pitches and athletics. There is also a detached playing field that offers opportunities for future development. The quality of the facilities and our outward focus means that we have an established busy community lettings programme which includes use by drama, music and sporting groups.

Trustees have recently released reserves of £400,000 to invest in improvements to our buildings and facilities. These have included updating the PC's and computer suite, remodeling our reception area, upgrading some of our toilet facilities and the Personalised Learning Centre - which is our hub for SEND provision. We have also installed new boilers and new CCTV and telephone systems.

Our School Values and Ethos

Our core values are encompassed in our mission statement:

“ At Birchwood we are part of something special, welcoming all, supporting all, and encouraging all.

Enjoying together the exploration of ideas, the excitement of learning and the celebration of our achievements, in a school where we feel safe.

“your dreams, your future, our challenge”



Key facts and statistics

Location:

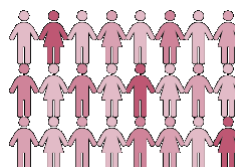
Bishop's Stortford

Status:

Single Academy Trust
(established in 2011)

11-18 Yrs
Age Range

1179
Students
Yr7 to Yr11



227
Students in
Sixth Form



Rated **good** in JUNE 2019

21%
SEND

11%
EAL

13.6%
FSM

12.4%
PUPIL
PREMIUM





PERSON SPECIFICATION: Deputy Site Manager

Hours of work:	37 hours per week with a 30 minute unpaid break each day, some shift work may be required
Type :	Permanent, full time (52 weeks per year)
Salary:	Grade H5 SCP 9 (Range 9 – 14) – from £26,409 per annum plus £706 fringe allowance

Purpose of the Job

Reporting to the Site Manager, the post holder will be responsible for managing, prioritising and monitoring of their own work and that of the Site Team.

To ensure the school grounds and buildings are clean and well maintained as a safe and healthy environment for all users of the school premises. Make a significant contribution to the maintenance of the buildings, fixtures and fittings.

Duties and Responsibilities:

Management

- Weekly meeting with Site Manager to be briefed on works, diary and discuss outstanding jobs.
- Supporting or Deputising for the Site Manager to:
 - ensure daily tasks are completed by the Site Team and Contracted Services.
 - ensure security tasks are completed by the Site Team
 - ensure products are ordered.
 - ensure all contractors are checked into site and display the school visitor's pass. Liaise with contractors on site and assist where applicable.
 - ensure all damages to be reported to Site Manager
 - ensure Fire/alarms/emergency lighting / sprinkler system are checked weekly.
 - ensure Intruder alarm is checked daily.
 - operate the school's heating plant.
 - undertake toilet inspections.
 - monitor gas/electricity meters.

Daily Tasks

- Provision run – toilet rolls, towels, water etc
- Graffiti removal
- Litter clearing
- Deliver portorage to relevant area
- Preparing for school events and exams
- Fire Log book and equipment (training will be given)
- To lead on or assist with routine maintenance tasks

Security and Keys

- Opening and locking of school
- Setting intruder alarms
- Closure of windows
- Completion of daily security locking up check list
- Re-set Fire Alarms
- Operate CCTV system as required



- Keys – logged in and out
- Ensure lost keys are reported immediately to the Site Manager
- Attend callouts for Intruder and Fire emergencies.

Ordering & Budgeting

- Identify products for future ordering for improving school environment.

General Site Maintenance

- The post holder is to carry out any general site maintenance as directed by the Site Manager on a daily basis

Repairs & Maintenance

- Ensure basic repairs carried out – carpentry/plumbing/electrics /fixtures and fittings
- Report to Site Manager when outside contractor is required
- Supervision of PAT testing and log book

Porterage

- Take deliveries to designated areas as quickly as possible
- Liaise with the Examinations Officer on exams set up and ensure all requirements are met
- Ensure furniture and equipment moved as required.

School Open Evenings & Events

- Ensure all areas are clean and tidy
- Car-parking – attend where required
- Erection of rope and signage as requested

School Holidays

- Operate school open and closure 8.00 am – 4.00 pm
- Execute diary for jobs/contractors and staffing from Site Manager
- Monitor contractors on site in Site managers absence
- Any major problems to be reported to relevant personnel

Training

- Identify any relevant training courses to the Site Manager

Relationships

- The post holder is responsible and accountable to the Site Manager
- The post holder interacts with all staff and should establish and maintain productive relations with them

Other duties:

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required.
- Undertaking any other duties commensurate with the level of responsibility that may be allocated from time to time by the Principal, Deputy Principal and Assistant Principal.
- This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

PERSON SPECIFICATION: Deputy Site Manager

	Essential	Desirable
Qualifications and experience:	<p>Experience of providing site maintenance / security on a large site</p> <p>Good understanding of Health & Safety</p>	<p>Knowledge of working in a school environment</p> <p>Health and safety qualifications</p> <p>COSHH certified</p>
Knowledge and skills:	<p>Ability to undertake DIY tasks</p> <p>Excellent organisational skills</p> <p>Ability to remain calm under pressure</p> <p>Ability to supervise and monitor the work of others</p> <p>Ability to manage own time effectively</p> <p>Good reading and writing skills</p> <p>Ability to undertake general mathematical calculations</p>	<p>Good knowledge of security, heating plan and other building systems</p> <p>First Aid certificate or willingness to gain one</p>
Personal qualities:	<p>To be able to communicate and interact with other members of staff effectively.</p> <p>To be able to work within a team environment.</p> <p>Able to work flexibly in responding to situations as they arise.</p> <p>A personal manner in keeping with the school ethos towards parents, staff, children, the wider community.</p>	

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check (DBS) will be carried out for all successful candidates.

Completing your application pack

Application Form

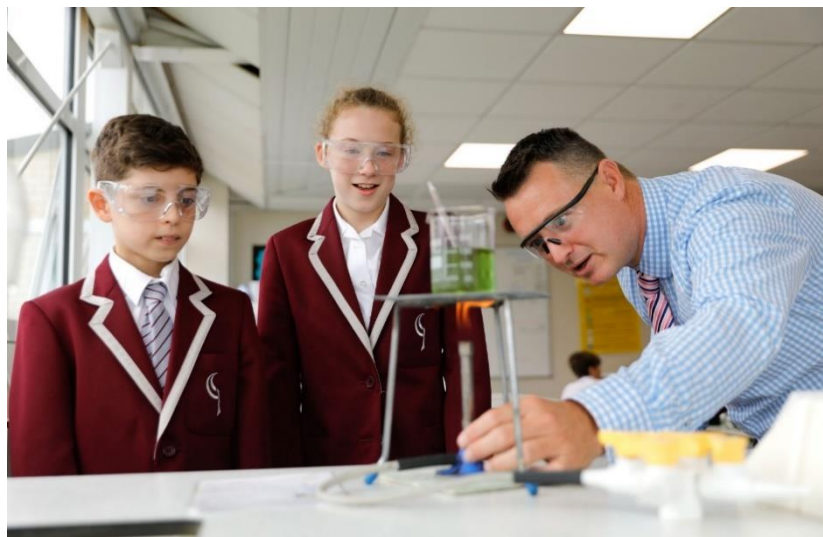
Applicants must apply through the **mynewterm** portal (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact.



Important Information

Salary:	Hay Scale H5 SCP 9 (Range 9 - 14) £26,409 - £28,624 plus £706 per annum fringe allowance
Start date:	January 2025
Hours of Work:	37 hours per week with a 30 minute unpaid break each day Some shift work may be required
Working weeks:	Full Time, 52 weeks per year
Closing date:	Monday 6 th January 2025, 9am
Interview dates:	Interviews will be held soon after

Any questions, call our HR Manager	01279 756376
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Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2024).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.



The ABC of being a Birchwood student:
Achieve, Belong, Conquer!



Birchwood High School
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