

# Recruitment Pack

**Site Manager**  
Lakeside Primary Academy





## Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

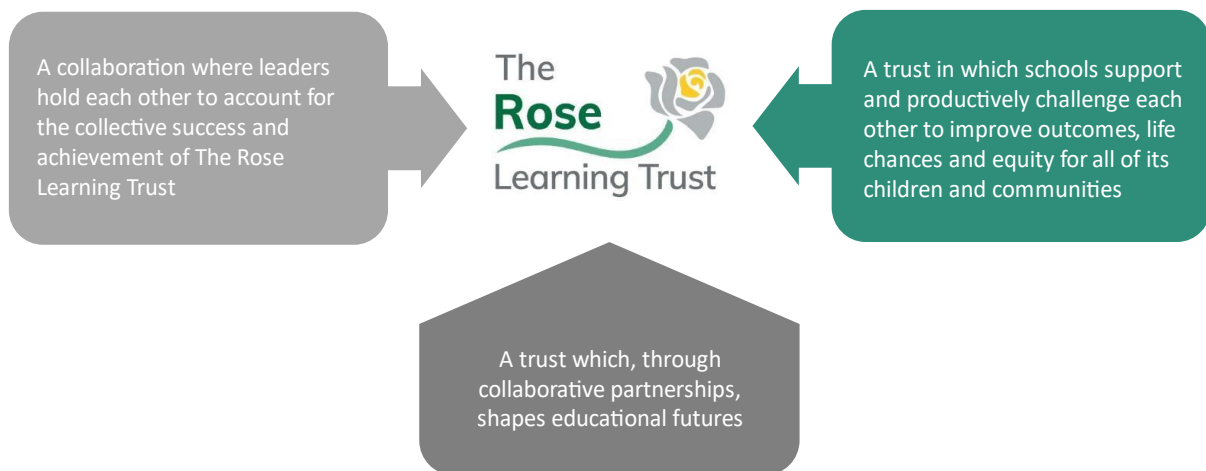
Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

**Jeremy Harris**  
Chief Executive Officer



## Vision

# Transforming Futures Collaboratively



## Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

## Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children





# THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

<b>Vision</b>	<b>TRANSFORMING FUTURES COLLABORATIVELY</b>				
<b>Values Statement</b>	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
<b>Strategic Objectives</b>	<b>Developing Pupils</b>	<b>Developing People</b>	<b>Developing Governance</b>	<b>Developing Growth, Business Facilities and Resources</b>	<b>Developing Communities and Partnerships</b>
<b>Developing Excellence Priorities</b>	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	

## Lakeside Primary Academy



Lakeside Primary Academy is a GOOD school in all areas (April 2024) and, 'has high ambitions for what pupils learn and experience'. Lakeside Primary Academy is a lively, culturally diverse school in Doncaster. It cares for approximately 400 pupils aged 3-11 years old. is looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Site Manager to join our school and trust.





## Site Manager Advert Information

<b>Post</b>	<b>Site Manaher</b>
<b>Contract type</b>	Permanent, Full Time 52 weeks a year.
<b>Grade</b>	Grade 6 £25,183 to £27,269
<b>Hours</b>	37 hours per week, hours are flexible for the right candidate. As part of your duties you will be required to open the school site at 6am and close at 6pm.
<b>Reporting to</b>	School Business Manager
<b>Location</b>	Lakeside Primary Academy, Sandy Lane, Doncaster DN4 5ES.
<b>Commencement date</b>	ASAP
<b>Closing date</b>	Friday 31 <sup>st</sup> January 2025 at 9am
<b>Shortlisting date</b>	Friday 31 <sup>st</sup> January 2025
<b>Interviews</b>	Wednesday 5 <sup>th</sup> February 2025

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to nine over the last seven years with a central trust office based in Balby. We are a trust that lives our vision of **transforming futures collaboratively** in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Lakeside Primary Academy is looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Site Manager to join the school.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience.

The Site Manager should always comply with the trust’s code of conduct, safeguarding policies and practices and have:

- Personal integrity and a commitment to the Nolan Principles of Public Service





- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment
- A commitment to professional development and training
- An affinity with The Rose Learning Trust culture and purpose

The successful candidate will:

- Be able to work flexibly towards changing deadlines
- Be able to prioritise their work
- Have a pleasant manner
- Have empathy with children
- Good inter-personal skills
- Work well individually and as part of a team
- Be able to co-ordinate contractors and oversee

We can offer in return:

- A friendly, caring school which is central to the community
- An inclusive ethos with enthusiastic and motivated learners
- A happy and welcoming school where children, parents, staff and visitors feel valued for who they are
- A dedicated and supportive team who create an ethos of success for both staff and pupils
- Supporting hard working staff with shared expectations
- Forward thinking, collaborative team
- Leadership with a strong emphasis on the support and well-being of staff
- Excellent professional development opportunities across a growing Multi Academy Trust
- Wonderful pupils and parents who support the school in all that it does

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the head Teacher, Mr James Bullock Tel: 01302 368879.

For further information about this role please ring Louise Green, School Business Manager on 01302 368879.

To apply use the link below:

[Mynewterm.com](https://mynewterm.com)

***This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.gov.uk/disclosure-barringservice-check](http://www.gov.uk/disclosure-barringservice-check).***

***In line with our safer recruitment policy two references will be sought before we interview.***

***We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the***





***community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.***





## Site Manager Job Description

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

### Employment details

Job title:	Site Manager
Reports to (job title):	School Business Manager
Grade and Salary	Grade 6 £25,183 to £27,269
Contract Type	Permanent, Full time, 52 weeks

### Job Purpose:

Main purpose of the post
<ul style="list-style-type: none"> <li>The role of the Site Manager is to effectively manage the maintenance of the academy building and environment</li> <li>Taking responsibility for health and safety issues on site and delegating tasks as appropriate to other site staff and external contractors under the guidance of the School Business Manager</li> </ul>

### Duties and Responsibilities:

Overall Responsibility
<ul style="list-style-type: none"> <li>To ensure the effective operation of heating, lighting and water systems including routine maintenance of heating systems arranging servicing and the overall efficiency of energy within the site.</li> <li>To carry out day to day maintenance of fixtures and fittings throughout the site, reporting concerns and knowing when to call in specialists to deal with repairs and improvements.</li> <li>To anticipate possible problems and to undertake minor preventative maintenance work.</li> </ul>







- To communicate effectively with outside agencies.
- To monitor and maintain efficient electronic records as appropriate. e.g. water, fire, health and safety, audits etc.
- Clean the designated academy areas, ensuring cleaning standards are maintained. The postholder will be expected to monitor cleaning standards and undertake necessary action in an emergency after consultation with the Headteacher and School Business Manager.
- To liaise with Metro Clean workers, in order to promote and maintain good working relationships and mutual support wherever necessary.
- To test the fire alarm system and emergency lights weekly and to keep a record of such tests.
- To recognise Health & Safety matters and to report them to the Headteacher and School Business Manager.
- To operate the academy's security alarm system and take responsibility for being first contact in the event of an out of hours security or safety emergency (and subsequently liaising with the Headteacher and/or School Business Manager).
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- Maintain a comprehensive electronic records system using SharePoint for all compliance checks and facilities management records.
- Maintain the electronic asset register and carry out an annual inventory

### Specific Duties

The Site Manager will be expected to take responsibility for:

- Identification of maintenance needs and making recommendations about priorities.
- Checking and maintaining doors, handles, locks and closures.
- Checking and maintaining furniture.
- Organising remedial action to vandal damage and graffiti.
- Dealing with litter and having general overall supervision of the tidiness of the whole site.
- Dealing with occasional minor painting / decorating tasks.





- Liaising with contractors to ensure adequate completion of jobs, including the clearing away of debris.
- Ordering maintenance and cleaning materials within a delegated budget and checking receipts against delivery notes.
- Moving deliveries to appropriate areas of the academy.
- Clearance and gritting of paths and other appropriate areas during bad weather.
- Sweeping of paths and playground.
- Empty the classroom recycling bins regularly.
- Set up and clear away the breakfast club resources such as the tables, chairs, toasters, crockery, cutlery, food items and cleaning equipment. Also, ensure that the floor is swept, and spillages are mopped.
- Ensure that tables, chairs, the stage and other resources are set out and cleared away for events such as parents' evenings, performances, sports days and activities involving parental engagement
- Monitor the contract for routine maintenance of water coolers and other water supplies, including stored water, to ensure they meet current Health & Safety Regulations.
- The movement of furniture as and when required.
- Assisting with classroom/pupil spillages throughout the day (under H & S Guidelines)
- Responsibility for floor buffing and sealing in the main hall and top corridor.
- Liaising with building inspectors regarding maintenance and building projects on the site.
- Checking the condition of peripheral fences and making minor repairs.
- Minor maintenance of blinds and curtain tracks and track mechanisms. Anything major, dealing with contractors/suppliers.
- Placing works orders after consultation with the Headteacher and School Business Manager, ensuring completion of work, checking costings and maintaining a file of all maintenance work.
- Reporting to School Business Manager any information relevant to completion of insurance claim forms.
- Liaising with the nominated representative for Health & Safety on all related issues.





- Maintaining good relationships with grounds maintenance crews and consulting with the School Business Manager regarding all ground's maintenance issues.
- Responsibility for safe storage of materials and equipment.
- Distribution of milk to classes, storing milk in the fridge and cleaning of milk and fruit bins as appropriate.
- To be responsible for the security of the premises, to monitor, report and advise the School Business Manager on security matters
- Be responsible for locking up the academy during term time and for the unlocking and locking of the academy during academy closure periods.
- Taking out rubbish daily
- To replenish dispensers for Hand soap/ paper towels/ sanitiser etc daily

### Energy Systems

- Encouraging the efficient use of energy.
- Ensuring the effective operation of all energy systems.
- Overseeing the maintenance and servicing of all plant.
- Taking appropriate action in emergencies to minimise the effects after consultation with the Headteacher and School Business Manager
- Monitoring the use of gas, electricity and water to minimise waste.
- Checking sewerage and water services to ensure effective operation.
- Carrying out minor cleaning and repairs.
- Cleaning storm drains and guttering (low level)
- Carry out the flat roof maintenance as per the manufacturer's instructions.

### Electrical Equipment

To be responsible for:

- The testing of all portable and non-plant equipment on site on at least an annual basis (subject to appropriate training qualification).
- Storing computer records of electrical testing.



- The carrying out of minor repairs and replacements.
- The replacement of light bulbs and tubes (subject to H & S guidelines).
- Encouraging energy saving measures by all users whilst maintaining adequate levels of heating and lighting.

- The Site Manager will take pride in the academy. The role requires a willingness to be involved as part of the academy team, committed to providing the best possible working conditions for the staff and pupils of The Academy. The above duties are flexible and should not be totally inclusive. Additional duties may be added or stated duties changed as determined by the Headteacher following consultation.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation.

### **HOLIDAYS**

A maximum of 5 days holiday may be taken during term time. All other holiday entitlement must be taken during academy holiday periods.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post without changing the general character of the post.

### **The post holder must always comply with the trust's staff code of conduct.**

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies

**The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.**





**All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)**

**The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.**



# Site Manager Person Specification

<p style="text-align: center;"><b>PERSON SPECIFICATION</b></p> <p style="text-align: center;">AF – Application Form      CQ – Certificate of Qualification      I – Interview</p>	Essential	Desirable	How Identified
<b>Qualifications and Training</b>			
GCSE maths and English A-C or equivalent		X	C Q
IOSH Managing Safely		X	C Q
Fire Warden Training		X	C Q
Asbestos Awareness Training		X	C Q
<b>Relevant Experience</b>			
Site management and/or caretaking experience	X		A F / I
Site management and/or caretaking experience – at least three years		X	A F / I





<b>Knowledge and Skills</b>			
Knowledge of Health and Safety legislation	X		A F / I
Ability to deal with minor repairs and maintenance issues	X		A F / I
Experience of record-keeping and formal reporting		X	A F / I
Ability to direct the work of others and meet deadlines and quality standards		X	A F / I
Decision making skills		X	A F / I
Clear communicator, able to deal with all school users	X		A F / I
Ability to organise and prioritise conflicting demands and plan own time effectively	X		A F / I
Ability to work on own initiative	X		A F / I
<b>Personal Qualities</b>			
Good inter-personal skills	X		I
Good communication skills	X		I
Hardworking	X		I
Good time keeping	X		I
Dependable	X		I
<b>Safeguarding</b>			
Understanding and commitment to safeguarding procedures within a school environment	X		A F





			/ I
Understanding of Data Protection	X		A F / I

