



# **BAILDON CHURCH OF ENGLAND PRIMARY SCHOOL**

## **Site Manager Part Time TTO - Permanent**

Required from 01 September 2024

## **Candidate Pack**



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**Email:** [office@baildonce.co.uk](mailto:office@baildonce.co.uk)

**Website:** [www.baildonce.co.uk](http://www.baildonce.co.uk)

**Headteacher:** Mrs Kathryn Savage

**Chair of Governors :** Mrs Victoria Leather

**Status:** Academy

## About Our School

### Vision

*We celebrate our place within God's loving family, showing **respect** for ourselves, others and the world around us. We are a safe, **supportive** community of inspired, resilient life-long learners, with a spirit of curiosity, where every individual is provided with the **opportunity** to flourish and **achieve** in our ever-changing world.*

*"Those who hope in the Lord will renew their strength and they will **soar** on wings like eagles."*

### School Information

Baildon Church of England Primary School joined Bradford Diocesan Academy Trust (BDAT) in July 2022. BDAT is a family of nineteen schools which work together to ensure mutual flourishing for all our pupils and staff.

Our school is situated in the town of Baildon. The school building has recently been extensively refurbished, with the final part of our project being completed this summer. We now have a spacious and attractive learning environment. The school is set in stunning grounds which provide many opportunities for outdoor learning and Forest School activities.

At present, the school has a twenty-six place nursery and fourteen classes with up to thirty children in each class. The classes are mixed ability groups with two classes to each year. The school takes children between the ages of three and eleven.

The building is on two levels with the classrooms on the second level. There are four classrooms to each corner and each corner also has a shared area. There is also a library, a computing suite, a music room, a nurture room, a hall and a gymnasium.

The work of the school has been carefully planned by subject leaders and follows the National Curriculum guidelines as laid down by the government. We have developed an ambitious curriculum that is evidence based and informed using advice from subject specialists – it is designed to be bespoke for our own school, providing regular links to our locality and its place within the wider world. We have fantastic team of staff, with dedicated support for wellbeing through our staff wellbeing team.

*Deeply embedded care for all drives exceptionally nurturing relationships, enhanced by innovative practice in supporting and developing pupils with social, emotional and mental health needs.*

*SIAMS Oct 2019*

### RE and Collective Worship

Baildon Church of England School is based within the Parish of Baildon and has many links with the Church. Canon Sandra is a regular visitor to school and the choir regularly sing at services in Church. Our younger children visit St John's as part of their religious studies of places of worship and the school hold their Easter and Christmas services at St John's Church. As a Church School, Collective Worship is at the heart of our work. Worship is organised in whole school, key stage and classes with teachers following different themes chosen usually to reflect the Christian Value which is being studied. The school has devised an RE scheme of work which is subdivided into six different topics per year and which follows the objectives as laid out in the Diocesan Syllabus.

*Collective worship is inspirational, offering a variety of ways to encounter God, supporting spiritual growth in pupils and adults. Worship through song is joyful and a strength of the school.*

*SIAMS Oct 2019*

The school has been subject to two external inspections in recent years. In May 2013, Ofsted judged the school to be Outstanding in all areas.

In October 2019, the school was judged to be excellent in all areas in SIAMS (Statutory Inspection of Anglican and Methodist Schools)

Copies of both our Ofsted and SIAMS reports can be found on our website [www.baildonce.co.uk](http://www.baildonce.co.uk)

### **Enrichment and Current Initiatives**

There is a wide range of activities for children to participate in both as part of the curriculum through the number of visits and visitors which are organised as well as the opportunities which are organised to enrich and enhance outside of the classroom. Music and Sport are key strengths of our curriculum and the school has a wide range of both musical and sporting extra-curricular activities on offer. Following successive Gold Sports Marks in recent years, we are delighted that we became the first school in Bradford to be awarded the Platinum Sports Mark in July 2018 in recognition of the emphasis which we place on Sport and PE. We have also had our achievements in Music recognised and are member of the Music Hub. We are also a Gold Artsmark School.

### **If you are interested**

- Visits to our school are actively encouraged. Please contact the school office [office@baildonce.co.uk](mailto:office@baildonce.co.uk) to book.
- Visit our school website [www.baildonce.co.uk](http://www.baildonce.co.uk) to find out more about our school.
- Follow us on twitter @baildonce.
- Please apply online via <https://www.mynewterm.com/jobs/149161/EDV-2023-BCPS-80690>
- Closing date is 17<sup>th</sup> July at 10am. Shortlisting will then take place on the same day, with interviews scheduled for Tuesday 23<sup>rd</sup> July 2024.

## Required from 01 September 2024

### Site Manager – Part Time TTO Permanent Contract Scale 4 - SCP 7 to 11 - £8253.00

#### We are looking for someone who:

- can supervise health and safety requirements in school and ensure regulations are followed.
- will carry out routine maintenance and small basic repairs, monitor and supervise contractors on site.
- be responsible for building and site security
- is enthusiastic and flexible
- will enhance the work of our dedicated family of staff

#### We can offer you:

- an attractive, well-resourced and positive learning environment
- pupils who enjoy school, have outstanding behaviour and are eager to learn
- welcoming, supportive and friendly colleagues
- a commitment to your continued professional development

Visits to the school are actively encouraged by arrangement with the school office:  
[office@baildon.bdat-academies.org](mailto:office@baildon.bdat-academies.org)

Interested candidates are requested to apply online for this post: to download the job details and apply please visit <https://mynewterm.com/jobs/149161/EDV-2024-BCPS-48944>

Closing date: 17.07.2024

Shortlisting: 17.07.2024 PM

Interviews: 23.07.2024

We are committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced DBS check. All posts are subject to a probationary period of one term.

## Job Description

### **Job Title: School Site Manager**

**Hours/week: 15 hours per week – working pattern 6.30am – 9.30am**

The following information is furnished to assist staff joining the school to understand and appreciate the work content of their post and the role they are to play in the organisation. Whilst every endeavor has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

#### **MAIN PURPOSE OF THE JOB:**

To be responsible to the Headteacher and Academy Business Leader for the day to day control of the heating, lighting, maintenance and security of Baildon CE Primary School in order to ensure a safe environment for students, staff, parents and visitors.

#### **Main Duties / Responsibilities:**

#### **ORGANISATION**

- Opening the school each day; disarming the alarm system, building and site checks.
- Ensure the heating and other general services run smoothly and regular preventative maintenance checks are completed and recorded on the health & safety system.
- Ensure adequate lighting in school is maintained and turned on and off daily in line with the school day and activities.
- Ensure the school is kept secure and respond to emergency call outs outside normal working hours.
- Manage the main school gate during the arrival of pupils to and from school, this will be done with the assistance of SLT when available.
- Undertake regular site inspections, identify and record repair and maintenance requirements.
- Maintain school buildings, fabric, fixtures, fittings and furniture and carry out minor repairs as required and liaise with contractors and other professionals as directed.
- Ensure health and safety standards are maintained, and BDAT / Baildon CE Primary procedures adhered to i.e. products for use around the site are safely stored in accordance with COSHH regulations.
- Gritting of premises in icy weather as per the Health and Safety Policy.
- Support the Academy Business Leader in assessing risks and keep appropriate records.
- Respond to fire alarms and carry out fire safety checks, alarm tests and ensure annual maintenance in place and recorded.
- Carry out portering duties, including deliveries/stock, recycling paper and confidential waste, moving furniture, disposing of waste.
- Respond to all reasonable requests informing the Head / Academy Business Leader if required.
- Manage contractors on site ensuring safe working practices in line with HSE and Trust policies.

## **ADMINISTRATION**

- Check emails regularly and respond to H&S issues.
- Carry out routine administrative tasks required eg. logging maintenance checks, fire alarm tests etc.

## **RESOURCES**

- Maintain and carry out minor repairs to school fixtures, fittings and furniture.
- Maintain tidy and organised workspaces and storage areas.
- Conduct basic planned preventative maintenance work.
- Check equipment / machinery used and ensure health and safety guidelines are adhered to, e.g. PAT testing.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education/Qualifications</b>	<p>GCSEs or equivalent Level 2 in Mathematics &amp; English.</p> <p>Willingness to participate in development and training opportunities.</p>	<p>Qualifications relating to post eg Health &amp; Safety, practical skills qualifications.</p> <p>Health &amp; Safety qualifications</p> <p>First Aid</p>
<b>Experience</b>	<p>Understand the demands of working in an environment with children of school age.</p> <p>Experience of working in a team.</p> <p>Experience of record keeping.</p>	<p>General maintenance, caretaking, cleaning/ site-keeping experience.</p> <p>Worked in an environment with children of school age.</p>
<b>Knowledge and understanding</b>	<p>Good numeracy/literacy skills.</p> <p>Ability to use relevant technology after training.</p> <p>Knowledge of Health and Safety procedures and precautions and regulations, for example COSHH, manual handling procedures etc.</p>	<p>Willing to undertake further training.</p>
<b>Skills</b>	<p>Basic maintenance and decorating Skills.</p> <p>Computer literate.</p> <p>Good spoken English.</p> <p>Relates well to children of this age.</p> <p>Reliable and able to use initiative.</p> <p>Able to take key-holder responsibility to open and lock the site daily.</p>	<p>Able to work in small teams.</p> <p>Driving license.</p>



<b>Personal characteristics</b>	<p>Approachable, courteous and present a positive image of the school.</p> <p>Good time management skills.</p> <p>Ability to remain calm under pressure.</p> <p>Good sense of humour.</p> <p>Flexibility and willingness to accept change.</p> <p>Maintain confidentiality relating to school, pupils, parents and carers.</p>	
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**Inclusion**

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.