

VISION

MULTI ACADEMY TRUST

RECRUITMENT PACK

Site Manager



Welcome from the CEO



Welcome to our multi academy trust.

Thank you for your interest in joining Vision Multi Academy Trust as a Site Manager at East Ward Primary School.

We are very proud of our Trust. Our Members, Trustees and Staff work relentlessly in collaboration to ensure our pupils have an exceptional education.

Vision MAT was formed in July 2017. It came into fruition as a natural development of positive relationships built between neighbouring schools in the local area. We continue to work in partnership with all schools in the locality and beyond. We believe that collaboration is the key to a successful education system.

All Schools within Vision MAT have the commitment to share their ideas, their expertise and their unique experiences, so that children and staff can learn, develop and grow together.

We take collective responsibility for our pupils; pooling our energy to find solutions to problems that arise and removing barriers that may prevent success.

As the Chief Executive Officer, it is my role to oversee the teams and strategies the MAT uses to ensure that we are consistently delivering the highest quality teaching and learning and operate with effectiveness. We focus on being good, or better every day. We are delighted that all schools within Vision MAT have been graded good by Ofsted. Our aspirational culture ensures that we work tirelessly to support and challenge our pupils to be the very best that they can be.

If you believe you can make a positive contribution to our Trust and its schools, then we would be delighted to hear from you.

Carol McLachlan



Chief Executive Officer

East Ward Primary School are seeking to appoint, a reliable, professional and practical individual.

This post is permanent. Hours of work are 37 hours per week, split shifts morning and afternoon, all year round, worked in accordance with service requirements. The salary starts at £25,584 per annum.

The successful candidate will support our school in providing a safe, effective and efficient learning environment.

Responsibilities cover general caretaking duties including opening and closing the premises, basic maintenance and repairs, waste management, emergency call outs and Health and Safety and compliance checks, along with some cleaning duties. Duties will also include ensuring that a high standard of cleanliness and security is maintained to support and safeguard the welfare of all persons using the school premises.

Typical responsibilities are to manage Health and Safety e.g. legionella safety (contractors and some routine flushing work), fire safety including being a fire marshal, visual checks of surfaces, play equipment and signage, checking for lighting and electrical faults and managing COSHH. Preparing the site safely after frost or snow will also be necessary.

Other responsibilities will include opening and closing the school, portaging, cleaning up bodily fluids, managing waste, some simple routine grounds maintenance as well as managing grounds maintenance contractors.

We are looking for a person that can work well on their own initiative and can identify issues themselves and remedy them before needing to be asked. We need a person who can turn their hand to a range of minor repairs and is practically minded but can also keep records and be accountable for tasks completed.

You will be welcomed into a team committed to continually raising standards and upholding the distinctive ethos of this friendly and inclusive school.

Employees of East Ward Primary School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring they are protected from harm.

If you wish to visit the school prior to making an application, please contact the school on 0161 764 6065 or by e-mail at dcartwright@visionmat.com

Closing date on Monday 20 January 2025 at 12noon

Shortlisting to take place week commencing 20 January 2025

Interviews to take place week commencing 27 January 2025

We have a commitment to safeguard and promote the welfare of children, so an enhanced criminal record check will be undertaken for the successful candidate. The offer of employment is also subject to two satisfactory references, one being from your current or most recent employer. We will also require confirmation of qualifications, proof of your identity and your right to work in the UK.

Thank you for your interest in Vision Multi Academy Trust and East Ward Primary School. Best wishes for your application.

JOB DESCRIPTION & PERSONAL SPECIFICATION

Job Purpose

- ➔ The Post Holder is required to carry out, under the reasonable direction of the Headteacher and Office Manager, the appropriate duties and responsibilities as specified in this Job Description which are general caretaking, cleaning and Site Management.
- ➔ To “identify and remedy” site specific issues within the qualifications, skills and competence level of the postholder.
- ➔ To prepare the site for use each day e.g. opening and routine safety and maintenance checks.
- ➔ To maintain site security e.g. locking and alarm procedures.
- ➔ To carry out tasks essential to keep the site safe, well maintained and compliant with legislative requirements.
- ➔ It is the post holder’s duty to promote mutual understanding and teamwork in order to successfully deliver a safe and aesthetically pleasing school site.

To Whom the Postholder Reports:

- ➔ The Postholder is responsible day to day to the Headteacher and Office Manager.

Duties and Responsibilities Specific to the Post.

- ➔ To assist in producing and ensuring smooth delivery of routine checking and maintenance tasks.
- ➔ To manage contractors on site or request that contractors visit site.
- ➔ To manage the cleaning team.
- ➔ To prioritise remedy site maintenance issues identified by staff on a daily basis.
- ➔ To consult with others and plan for the acquisition of adequate resources e.g. grit.
- ➔ Take part in a range of professional development training, and to disseminate what has been learned in order to increase staff knowledge of site specific issues.
- ➔ To check on the quality of work of people employed to keep the site to a specified standard e.g. cleaners, ground maintenance contractors et al.
- ➔ Porterage.
- ➔ Routine grounds maintenance.
- ➔ To work flexibly around the requirements of the school.
- ➔ Cleaning duties.

Accountability

- ➔ Comply with and where applicable carry out school Risk Assessments, guidelines, policies and plans.
- ➔ To keep logs and written records submitting these appropriately e.g. hand written or online.

Generic Duties and Responsibilities

- ➔ School Safeguarding, Health and Safety Policies and Risk Assessments

Any other duty which is reasonably requested by the Headteacher or Office Manager in line with the role of site manager.

This Job Description will be reviewed at regular, mutually agreed, intervals in consultation with the Headteacher and Governors according to the changing needs of the school as outlined in the current School Development Plan.

School Site Manager – Personal Specification

Essential	Desirable	How Identified
Satisfactory enhanced DBS clearance on appointment.		Application form / documents at interview.
Skills and aptitudes to manage a large site.	Previous expertise in caretaking or site management or transferable skills	Application form / references.
Good listening and understanding skills.	Ability to interpret what people say and understand complex situations. Ability to discuss matters with a range of different people with different motives.	
Acceptable standard of reading comprehension and writing skills for the tasks required.	Good standard of written English with good understanding of site specific technical language.	
Ability to be able to identify and remedy maintenance and Health and Safety issues.	Particular expertise in identifying and remedying maintenance and Health and Safety issues e.g. Risk Assessments.	Interview / application form.
Previous experience carrying out maintenance work to a good standard.	Good level of skill or qualification and experience in school-based maintenance work.	Interview / references.
Ability to solve practical problems.	Ability to solve complex problems.	Interview / application form.
Willingness and ability to work flexibly.	Be able to work evenings if required.	Interview / application form.
Willingness and ability to learn and administer COSHH duties.	Good knowledge of COSHH regulations.	Interview / application form.
Ability to undertake “handyperson” tasks.	Trade qualifications, or experience working with trades people to gain a reasonable competence with a range of maintenance tasks.	Interview / application form.
Medically fit and well to carry out the physical duties.		Medical questionnaire.
Ability to carry out cleaning duties		Interview / application form.
Ability to manage a team of cleaners	Experience of supervising / managing staff	Interview / application form.
Willingness to engage in training and professional development.	Record showing a willingness to participate in training and professional development and seek opportunities for own development.	Application form and references.
Willingness to work as a team.	Proven record of teamwork and working together.	Application form and references.
Ability to safeguard children through practical applications.	Knowledge of “Keeping Children Safe in Education” and what professional expectations are in a school community.	Interview / references.
Ability to follow school Health and Safety policy and procedures.	Knowledge of how to keep the site safe from hazards.	Interview.
Willingness to follow school ethos, policies, aims and objectives.		Interview / references.
Ability to work on own initiative.	Ability to work within a framework of supervision.	Interview / references.