

Developing Leaders & Achievers of the *future*

**Trust Site Manager**

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| **Job title:** | **Trust Site Manager** |
| **Trust:**  | Christopher Nieper Education Trust (part of the central team) and Site Manager for David Nieper Academy |
| **Accountable To:** | CFOO |
| **Accountable For:** | Responsible for the efficient functioning of the Trust through a range of Health and Safety and estates provision. |
| **Salary:**  | FTE £30,054- £31,963 (Grade 9) - pay award pending |
| **Position:** | Permanent  |
| **Working Hours:**  | Full time position 37 hours per week, 52 weeks per year26 days holiday  |
| **Location:**  | Based at David Nieper Academy, however travel around Trust schools is required |
| **Closing date for applications:**  | 9:00am, 9th July 2024 |
| **Interview date:** | Interviews Friday 12th July 2024  |
| **Start date:**  | September 2024 or as soon as possible by agreement |
| **Trust website:**  | <https://www.christopherniepereducation.org/>  |
| **Contact information for enquiries:**  | Maria Barnes, 01773 832331mbarnes@christopherniepereducation.org  |

**June 2024**

Dear Applicant

Thank you for showing an interest in the post of Trust Site Manager at the Christopher Nieper Education Trust.

Our Trust was created in 2015 and took on its first school, the now David Nieper Academy in September 2016. The Trust is now undergoing growth with the second school, Stonebroom Primary & Nursery School having joined in October 2023 and the third school Shirland Primary School due to join in October 2024. We anticipate that other schools will look to join the Trust in due course.

We are looking for an enthusiastic, hardworking person with an estates and health and safety background who is happy to become involved in all aspects of Trust Site, support, compliance, and services in this small and ambitious Trust. This is a developing role and will suit someone who is keen to be instrumental in the early stages of Trust growth and who is able and willing to review the current systems and set up strong systems and practices to suit our future growth.

Christopher Nieper Education Trust, together with local employer partners, are highly committed in supporting the development and achievements of all our students. We believe that this is a truly exciting time to join the Trust.

Our aim is to raise standards, expectations, inspire excellence and to encourage students to achieve their full potential. We will help them develop confidence and key lifelong learning skills and to obtain the qualifications required as they look to future careers and explore the many opportunities in further education, apprenticeships, university and beyond.

The Trust has a clear distinctive character due to the integrated involvement of its prestigious business partners. High profile local businesses, most being either international or national household names such as Denby Pottery, Owen Taylor & Sons Ltd, Bowmer & Kirkland, Places for People, Equip UK alongside David Nieper Ltd, are committed to bringing the world of work and 21st Century employment practices into every classroom. Practical contextual applied learning has been proven to assist all students in retaining and understanding more fully the concepts and principles taught in the classroom.

If you like the sound of the Trust and are keen to be instrumental in its future success, then we would like to hear from you and look forward to receiving your application by **9.00am Tuesday 9 July 2024**. Interviews likely to be **Friday 12 July** **2024** to be confirmed.If you have any queries please contact Mrs Maria Barnes, Trust HR Manager, via email at mbarnes@christopherniepereducation.org

Yours faithfully



Dr Kathryn Hobbs

CEO

**Trust Site Manager**

**Purpose**

The Trustees are seeking to appoint a Trust Site Manager to support our Trust development and provide outstanding support to the CEO, CFOO and Headteachers and be Site Manager at David Nieper Academy. The successful candidate must be able to work flexibly across a range of sites with varying building conditions, providing effective line management.

**Safeguarding**

The Trustees are committed to the safeguarding of children and young people, so all staff appointments are subject to employment checks and a satisfactory enhanced DBS check.

Candidates should indicate an acceptance of, and a commitment to, the Trust’s policies in relation to equality and safeguarding and promoting the welfare of children. It is an offence to apply for this role if an applicant is barred from engaging in regulated activity relevant to children.

Please follow the below link to view the Christopher Nieper Education Trust Safeguarding/Child Protection Policy <https://davidnieper.academy/about-us/academy-policies/>

**How to Apply**

CV’s will not be accepted so please apply via our recruitment site, My New Term following this link; <https://mynewterm.com/jobs/596491411/EDV-2024-CNET-94088>

**Closing date for applications: 9.00am Tuesday 9th July 2024.**

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

**Job Description**

The Trust Site Manager requires attention to detail to ensure that all aspects of building and site management and related health & safety are addressed whist providing a customer focused service role to provide timely support to staff, pupils and building users. The role involves developing a positive working relationship with the Site team, cleaners, SLT, School Business Managers and School Headteachers across the Trust.

There is also a responsibility to lead and manage the facilities services ensuring compliance, safety, and a high standard of amenities in all areas to Parents, Staff and Pupils.

This role requires someone who is very happy to be hands on and support directly with site work at the Trust schools, particularly while we are growing, and able to work with the CFOO to plan and prepare for future growth and development.

As a member of the Central Team, the post holder will ensure efficient and effective support to academies within the Trust and will work closely with the CEO and CFOO to ensure the Trust is meeting its statutory responsibilities.

The post holder will be required to work with schools across the Trust but will have a main base and currently a day-to-day role at David Nieper Academy.

The post holder will act as an ambassador for the Trust, liaising regularly with several key stakeholders both internal and external.

This key role will require the post holder to possess effective organisational and management skills in order to provide a high level of pro-active support for any other additional projects as required.

**Reporting to:** CFOO

**Accountable to**: CEO, CFOO, Headteachers of Trust Schools

**Main duties and responsibilities:**

Working self-sufficiently, diligently, and pro-actively, the post holder will have the following key responsibilities:

**Facilities Management**

For David Nieper Academy

* continuous liaison and follow through with PS2 building Facilities Management in order to ensure that any requirements of the building and facilities are promptly and appropriately attended too.
* To undertake all academy responsibilities from the building Facilities Management responsibility matrix.

For Trust Primary Schools

* To ensure that all statutory and best practice HSE guidance is followed including timely monitoring of the various assets.

For All Trust Schools

* Management of contractors on capital projects
* Monitoring the maintenance of the utility infrastructure and continuity of all utility supplies; electricity, sewerage; heating oil, water, waste with a view to maximising efficiency and minimising costs etc.
* The preparation of building maintenance and ground maintenance annual budgets and monitoring expenditure thereof

**Health and Safety**

* Effective management of Health and Safety throughout the Academy’s to ensure compliance with the Health and Safety at Work Act and the Academy’s Health and Safety policy and procedures for the safety of all pupils, staff, contractors and visitors to the Academy’s.
* To undertake the annual review of the Academy’s Health and Safety policy
* Ensure all staff receiving appropriate Health and Safety training and have the necessary qualifications to perform their roles
* Maintaining, managing, and reviewing the Academy’s risk assessments, Business Continuity Plans and Safe Working procedures
* To maintain all Health and Safety records (e.g. certificates of electrical safety, engineering inspections, asbestos registers etc)
* Monitoring of accident reports, obtaining incident reports, undertaking investigations and reporting as required to insurers
* Monitoring weekly and termly health and safety checks (e.g. fire drills, fire call point test, legionella etc)
* To ensure the fire evacuation policy is up to date and that all staff are aware of the procedures
* Attending the Health and Safety Committee Meetings.

**Sites**

* Lead and manage the team to ensure the site has on call coverage and/or response at all times
* To ensure that the premises are unlocked and locked daily at the times agreed
* Work expertly and safely across the school sites with a range of equipment, materials and substances, including, where necessary, vehicles and powered plant
* Termly inspections of the condition of the academy buildings and academy grounds, addressing any issues promptly
* To ensure that all fences and borders are secure and undamaged
* Ensuring the security of all academy buildings and property, the proper operation of the Academy’s various CCTV systems and compliance with regulations
* Monitoring the effectiveness of Caretaking and cleaning team.
* Supervise the team and allocate work on a day-to-day basis
* To oversee 24-hour responsibility for site security

**Human Resource Management**

* Management of the Site and Cleaning teams and its personnel
* To ensure that the Site and Cleaning Team have the skills and resources required for the successful completion of their roles
* To direct, manage and motivate Site and Cleaning staff and to have a direct hands-on involvement as well as a managerial role
* To maintain a good working atmosphere and team spirit by motivating, instructing and delegating responsibilities to staff.
* Undertake annual appraisals and making recommendations on promotions, salary and other awards.
* To liaise with the CFO and School Business Managers on the development of the staff

**Lettings**

* To ensure that the buildings and equipment are available for groups hiring the school buildings
* To ensure the buildings are supervised and security is maintained throughout the lettings
* To ensure any damage reported is dealt with in a timely manner and cost incurred reported to the Business Manager / CFOO.

**Other responsibilities**

* Plan, oversee and undertake duties in the area of work concerned providing a specialist service to required standards
* Complete related documentation, financial and stock control
* Liaise with customers, service users, contractors and/or statutory authorities and members of the public, providing advice, direction and information and promoting customer care
* Undertake planning and organisation of short-term activities to ensure completion of work to required standards and within pre-determined timescales
* Identify faults/problems and recommend straightforward, practical solutions
* Undertake appropriate training to develop increased expertise in the area of work
* Take responsibility and action for identifying areas of improvement with range of operation, including risk awareness

**Benefits**

* Ongoing training, support and mentoring will be provided
* Free access to Health Assured Employee Assistance Programme
* Free onsite Parking
* Generous discount at the David Nieper Ltd factory shop

**Person Specification: Trust Site Manager**

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| **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** |
| * Relevant Level 3 qualification or equivalent
* Relevant sector skill qualification or equivalent
 | * Relevant Health and Safety qualification
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| **SKILLS/KNOWLEDGE/EXPERIENCE** |
| * High level of practical skill set commensurate with the role
* Good IT skills – Microsoft Office including Word, PowerPoint and Outlook
* Good communication skills both written and verbal
* Ability to delegate effectively but with a willingness to be hands on if necessary
* Experience of managing project, caretaking and cleaning staff
* Appropriate level of literacy and numeracy skills
* Excellent attention to detail
 | * Experience in school or other educational institute an advantage
* Experience of grounds management
* Experience of working with an external building management company
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| **WORK RELATED CIRCUMSTANCES** |
|  | * Flexible and prepared to work outside school hours in response to the needs of the academy and its users.
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| **PERSONAL QUALITIES** |
| * Ability to work accurately and under pressure
* Ability to communicate clearly with a customer focus with a willingness to help and advise others
* Ability to adapt to changing work loads
* Self-motivated and ability to motivate others
* To work within the spirit of Academy Policies on Equal opportunities, Child Protection, Health and Safety, Finance, Smoking etc.
* Flexible team worker
* Sense of humour
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## **Method of Application**

1. CV’s will not be accepted so please apply via our recruitment site, My New Term following this link; <https://mynewterm.com/jobs/596491411/EDV-2024-CNET-94088>
2. The statement in your application should focus on:
* Candidate’s previous experience which will help in successfully undertaking the role,
* Personal skills to benefit the Trust.
1. For any queries or if you would like a phone conversation (in lieu of a visit) prior to application, please email mbarnes@christopherniepereducation.org

4. The academy operates a NO SMOKING policy on site.

5. Interviews - Candidates invited to interview will:

1. Have the opportunity to tour the Trust
2. Have the opportunity to meet with key staff
3. Have a formal individual interview with the selection panel.

An enhanced DBS check is required for all successful candidates that are offered a position within our Academy. If you are successful at the interview stage and you have accepted our offer of employment, then a DBS check will be started. If you subsequently withdraw from the position after accepting our employment offer, then you may be required to pay for the DBS check charge.

K. Hobbs

June 2024