

Albany Learning Trust

SITE MANAGER APPLICATION PACK

OCTOBER 2020

Albany Learning Trust
Site Manager
Scale 6 £24,982 - £27,041
Full time - 37 hours a week (flexibility required)
Evening and some weekend work required
Local Government Pension Scheme

We require a site supervisor to join our team.

Albany Learning Trust is looking to recruit a site manager to join a highly successful team and help manage the sites of two schools; Albany Academy and Chorley New Road Primary School.

The successful candidate will join the Trust at an exciting time:

- We are a Living Wage Employer.
- The current Ofsted reports of both schools recognises they are good with outstanding features.
- Behaviour of students in both schools is excellent.
- Albany Academy hosts several local groups.
- Chorley New Road Primary School is seeking to increase the lettings of its recently opened school building.

The successful candidate will:

- have a conscientious attitude towards work duties.
- work well with all colleagues.
- be able to maintain a high standard of work.
- be willing to increase their skills as necessary with the required training.
- be enrolled in the Local Government Pension Scheme.

Application documents are available to download in the vacancies section of the school website www.albanyacademy.co.uk/vacancies

Apply online by the closing date of midday, on Monday 19th October 2020 to vacancies@albanyacademy.co.uk.

Interviews will take place week commencing Wednesday 21st October 2020.



October 2020

Dear Applicant,

Thank you for your interest in the post of Site Manager.

Albany Learning Trust is a small Multi-academy trust, based in Chorley. Plans are in place for our current school, Albany Academy, to be joined in the trust by Chorley New Road Primary School in Horwich. The estates team will maintain both schools.

The successful candidate will join an experienced and highly successful Estates team, which currently maintains the 60 year old buildings of Albany Academy to a high standard and enables local groups to use our facilities during the evenings and at weekends. Chorley New Road is a 12 month old building that requires day to day monitoring and maintenance and is seeking to increase its lettings. The team will be managed by our experienced Estates Manager, who will arrange shift work across the team to meet the needs of both schools.

The successful candidate will be expected to work at both schools as the need arises. Staff are paid for travel between the two schools where this is required in the working day.

Candidates should be open to new ideas and would enthuse and motivate both students and staff, immersing themselves in our community.

This is an essential role to support both schools and site staff have to work with all staff and students. There are many opportunities for staff to participate in activities within the schools if they wish, including charitable fund raising and attending trips and activities such as Duke of Edinburgh's Award.

Our websites provide a great deal of further information which you may find useful as part of the application process. Prospective candidates are always welcome to visit the school and visits can be arranged by contacting Mrs Shaw on 01257 244020. Our recruitment procedure includes stringent safeguarding checks, which begin prior to interview. We may use internet searches using information held in the public domain to perform due diligence on candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

Please return completed application forms, along with a supporting letter of no more than two sides of A4, before the closing date of mid-day on Monday 19th October. Applications should be submitted electronically to vacancies@albanyacademy.co.uk. Interviews are scheduled to take place Wednesday 21st October. I look forward to receiving your application.

If you are successful as a candidate for this post you will be a welcome new addition to our staff.

Yours faithfully

P Mayland
Headteacher
Albany Academy

ALBANY LEARNING TRUST

JOB DESCRIPTION

DEPARTMENT	Estates
JOB TITLE	Site Manager
SALARY	Scale 6 £24,982 - £27,041 Full time - 37 hours a week (flexibility required)
RESPONSIBLE TO	Estates Manager
RESPONSIBLE FOR	Cleaning Team

Job Purpose:

To undertake a full and pro-active role in the development of the school and use of premises by the local community. To organise and manage the premises, taking the lead on all site related matters, including managing the caretaking / cleaning operations of the school, monitoring contract compliance, to the agreed quality standards, taking a lead role on Health & Safety, reporting to the Health and Safety Committee and ensuring security of the site and related resources, ensuring risk assessments are undertaken and training is provided to staff.

Security

- Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s);
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations;

Supervision

- To organise and manage the work of the caretaking and cleaning team;
- Undertake recruitment, selection, induction and appraisal of caretaking and cleaning staff and allocate duties and hours of work;
- Planning own work and that of assistant(s) and cleaning staff (issues relating to supervision/ management of staff);
- Provide/arrange the appropriate induction and training of assistant(s) and cleaning staff;
- Monitor the progress of the Caretaking team and identify appropriate training and development opportunities for team members to increase the effectiveness of the function.

Maintenance

- To monitor the work of the caretaking, cleaning and maintenance staff, to ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors;
- To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes;
- In accordance with any existing Service Level Agreement with LCC Property Group, draw up, or assist in the drawing up of site maintenance plans and specifications for work to be undertaken by contractors and arrange for works to be undertaken;

- Monitoring the progress of projects involving outside contractors;
- Monitoring the grounds maintenance function, including managing the contract for the provision of grounds maintenance where one exists;
- Monitoring and ensuring the cleanliness of the school premises and furnishings, including managing the cleaning contract where one exists;
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate;
- To arrange for the caretaking team (including the postholder) to carry out first-line repairs which are not beyond the competence of the staff concerned.

Other duties

- To manage the out-of-school hours letting of the school premises;
- Maintenance of inventory in respect of equipment. Carrying out an annual check of equipment against the Inventory;
- To investigate opportunities for recycling of the school's waste, and offer advice and guidance to school staff on appropriate recycling systems;

Health & Safety

- To ensure that the appropriate staff within the school are fully aware of CoSHH legislation;
- To undertake regular testing of the school burglar and fire alarm system, and to maintain appropriate records in relation to this.

General

- To fully participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts

Statement of Confidentiality

The post holder may be given access to information that is of a personal, confidential and/ or proprietary nature, for example: personal information related to students and staff, such as names, e-mail addresses and other "Confidential Information", for the purpose of fulfilling employment obligations.

The post holder is therefore expected to hold all confidential information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfill employment obligations, and shall not be used for any other purpose, or disclosed to any third party.

The job description may be modified by the CEO with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Person specification form		
Post title: Site Manager		Grade: Grade 6
Establishment or team:		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
NVQ Level 3 qualification in Caretaking (or equivalent)	D	
NVQ Level 4 qualification in Caretaking/Site Management (or equivalent)	D	
Full driving licence (at School's discretion)	E	
Experience		
Experience of working as a caretaker or site supervisor	E	
Experience of supervising staff	E	
Experience of writing maintenance programmes	E	
Experience of planning and programming work	D	
Experience of writing specifications	D	
Experience of budget management	D	
Experience of testing portable electrical equipment	D	
Experience of designing and delivering training	D	
Experience of writing and implementing policies	D	
Experience of managing contractors	D	
Experience of working within a school	D	
Knowledge, skills and abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	E	
Ability to organise, lead, motivate, manage and develop a team	E	
Ability to resolve conflict	E	
Ability to develop effective working relationships	E	
Attention to detail skills	E	
Ability to work as part of a team	E	
Excellent oral and written communication skills	E	

Flexible attitude to work	E	
Ability to work in an organised and methodical way	E	
Ability to pro-actively engage with the local community	E	
Time management skills	E	
Ability to contribute ideas for developing the site	E	
Ability to monitor performance and ensure contract compliance	E	
Excellent customer service skills	E	
Knowledge of Health & Safety legislation	E	
Knowledge of CoSHH legislation	E	
Knowledge of processes for engaging contractors	E	
Knowledge of Recruitment & Selection procedures	E	
Excellent numeracy skills	E	
Basic DIY, maintenance and repair skills	E	
Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	E	
IT skills (i.e. working knowledge of spreadsheets, databases, word processing packages)	E	
Effective administrative skills	E	
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to undertake relevant development	E	
5. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)	E	
6. Willingness to respond to emergency callouts	E	
Note: We will always consider your references before confirming a job offer in writing.		

Albany Learning Trust
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