



The  
**3-18**  
Education  
Trust

# Applicant Information Pack

## Site Manager



*Selfless - Self Assured - Successful*



## Headteacher Letter to Applicants

Thank you for the interest you have shown in our school.

St Martins School is a very special place. We deliver child-centred, individually tailored education because of our small size and unique position in our community. This family ethos surrounds all who work and study here, creating a safe, supportive and nurturing environment. Our recent Ofsted describes us as “a small school with a big heart” and “Senior leaders have high aspirations for every pupil and have created an ambitious curriculum to meet these high expectations.” The pupils build trusting relationships with staff, based on mutual respect from nursery to year 11, pupils feel happy, valued and safe.

I very much hope that after reading the information below you will feel that you want to play your part in securing the very best education for the students of St Martins.

The following ethos is a commitment shared by staff and governors. We will:

- Recognise and foster academic ability so that individual excellence can be achieved
- Deliver the highest quality teaching, enabling children to maximise their potential throughout their learning journey 3-16
- Create a family ethos of safety, support and nurture where respect for each other is a given
- Create an inclusive environment where children of all abilities and backgrounds make a positive contribution to school life and the wider community
- We will encourage children to think independently and make informed decisions enabling them to have high aspirations about their future
- We will work with children and families in constantly reviewing progress and supporting differing developmental needs

This is an incredibly exciting time as we further develop and maximise the value of being an all through school through the new pastoral system, school house structure and offer the very best transition and personal development for students.

Sue Lovecy Head of School



## About our Trust



The 3-18 Education Trust is currently made up of five schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### **Our Vision:**

To ensure every individual is in a great school.

### **Our Mission:**

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### **Our Values:**

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

## Job Description



The  
**3-18**  
Education  
Trust

<b>Title of Post</b>	Site Manager
<b>Post Status</b>	Full Time, Permanent
<b>Salary/TLR/ Allowance</b>	Grade 8, SCP 19 – 22
<b>Reporting to</b>	School Business Manager

### Main Purpose

Under the direction of the Headteacher/Business Manager take responsibility for management of the school site and associated facilities and the management and development of specialist site services within the school as governed by Health and Safety legislation and guidance. Manage other site staff including allocation and monitoring of work and performance appraisal. Oversee external contractors working on site. Take a lead role in construction projects within the school.

### Key tasks will be to:

#### TASKS - Operational

- Manage specialist premises function.
- Take a lead role in planning, organising, developing and the construction of building projects within the school.
- Undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism / arson.
- Allocation and monitoring of work.
- Lead the site team, involved in planning, budget responsibilities.
- Lead on discrete areas within an agreed system of supervision.
- Manage maintenance, security and facilities systems on school sites and premises.
- Contribute to the planning, development and monitoring of premises services and supervision, training and appraisal of caretaking / cleaning staff and contractors.
- Arrange for regular security checks to be undertaken and advice on how security risks can be minimised.
- Manage fire safety equipment provision and scheduling of fire drills.
- Manage provision of alarm systems and surveillance equipment where appropriate.
- Liaise with police, security and surveillance contractors.

- Oversee the activities of external contractors on – site and monitor and report on associated budgets.
- Make arrangements for effective response to emergency call out.
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher and Business Manager.
- Lock / unlock school buildings and areas.

#### Maintenance;

- Manage and monitor the school's electronic maintenance work ticket system through Spiceworks.
- Arrange service and maintenance tenders.
- Manage routine maintenance, repair schedules and specialist repairs.
- Supervise maintenance contractors and undertake regular site inspections.
- Identify defects and record repair and maintenance requirements.
- Ensure that heating, lighting and water systems are maintained and operated.
- Manage and organise the maintenance of the swimming pool and other specialist sports equipment following specialist training including backwashing, chlorine top up and temperature testing and general testing of all showers.
- Provide emergency access to the school site.
- Coordinate deliveries to the school site.
- Monitor performance of service contractors and record performance against specified standards.
- Undertake budget monitoring & prepare costed plans for repairs / maintenance and building activities as required.
- Commission the maintenance and upkeep of swimming pool and other specialist sports equipment.

#### TASKS – Resources

- Take a lead role in planning, development and organisation of systems / procedures / policies.
- Manage records, information and data, producing analysis and reports.
- Be responsible for creation and maintenance of purposeful, orderly and productive working environment.
- Be responsible for timely and accurate preparation and use of specialist equipment / resources / materials.
- Monitor stock levels to ensure supplies. Liaise with the School Business Manager to inform of order requirements.
- Promote and ensure the health and safety of pupils, staff & visitors at all times.

#### TASKS – Organisation & Managerial

- Be responsible for ensuring the maintenance / quality / safety of specialist equipment.
- Demonstrate and assist in the safe and effective use of specialist equipment / materials.
- Provide highly specialist advice and guidance as required.

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.
- Management and supervision of premises for lettings, building and projects etc.
- Manage Health and Safety risk assessments and dissemination and compliance with Health and Safety policies and procedures.
- Manage a team of in-house site support staff.
- Liaise with outside contractors such as cleaning, catering and grounds maintenance.
- Take a lead role in recruiting site staff & in managing associated employment procedures.
- Liaise between manager, Headteacher, support staff, and governors.
- Attend all appropriate meetings e.g. Site and Buildings or Health & Safety Committee, as instructed by Headteacher.
- Represent managed support staff at teaching staff / management / other appropriate meetings.
- Undertake induction / appraisal / training / mentoring for other staff.

#### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

In addition, all colleagues are encouraged to make a personal contribution to the extra-curricular life of the department and the school.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.



## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>N/SVQ Level 4 HND/Degree in relevant discipline or appropriate experience at senior level</li> </ul>	
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>Several years' experience of working in a relevant discipline i.e. senior caretaking / site keeping experience in a school or similar environment</li> <li>Management / supervisory experience</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Full working knowledge of relevant policies / codes of practice / legislation</li> <li>Knowledge of health and safety procedures and precautions</li> <li>Knowledge of COSHH regulations</li> <li>Awareness of health and hygiene procedures</li> <li>Use of appropriate specialist equipment / resources.</li> <li>Knowledge of moving and handling procedures</li> <li>Managerial skills</li> <li>Ability to organise, lead and motivate a team</li> <li>Ability to self-evaluate learning needs and actively seeks learning opportunities</li> </ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>Sufficiently fluent in spoken English to ensure effective performance in the role</li> <li>Good communication skills and ability to relate well to young people and adults</li> <li>Good literacy and numeracy skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• The ability to remain calm in stressful situations</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Evidence of leading a team</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• A determined optimism that every student can succeed</li> <li>• The warmth and conviction to help students believe in themselves</li> <li>• The strength of purpose to insist on high standards of work and behaviour</li> <li>• Ability to bring to the role, initiative, enthusiasm and commitment</li> <li>• Flexibility and reliability</li> <li>• Resilience to keep going when the going gets tough</li> <li>• A sense of humour and proportion</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check</li> </ul>	



## Additional Information about St Martin's School

Despite the fact that North West Shropshire is a rural area, our school has excellent road links and is easily accessible to many towns and cities. Some staff live in the surrounding countryside while others take advantage of the fact that historic urban areas such as Shrewsbury, Wrexham and Chester are in comfortable commuting distance. Oswestry, a thriving market town, is five miles from the school. The area offers a wide variety of attractive housing at prices which compare favourably with other parts of the country.

The school has undergone a transformation over the last few years. Next year we are excited to open our new purpose built technology block and we continue to plan for our new recreation centre, including a 3G football pitch and community fields

We work in collaboration with two of the most successful schools in the country. Firstly, The Priory School, our academy partner, and we also continue to work with Moreton Hall School, the leading non- selective school in the country. We are delivering a community curriculum across all our feeder schools, which supports KS2 teaching with exciting projects taught by secondary subject specialists. This work is in addition to the 'cross phase' teaching that already takes place within our school, which enables:

- Sharing examples of good pedagogy between phases
- Enhancing continuity between the phases
- Developing an all through school ethos

## What We Offer

**In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:**

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

## Application & Appointment Process

An application form is available to download from the school website [www.stmartins3-16.org/school-information/job-vacancies/](http://www.stmartins3-16.org/school-information/job-vacancies/)

Please send completed applications to [clare.ellis@stm.318education.co.uk](mailto:clare.ellis@stm.318education.co.uk)

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications: 3 p.m. Friday, 9th June 2023**  
**Interviews will take place on Thursday 15th June 2023**

### Please note:

- We do not accept CV's in support of an application.
- Paper applications will only be accepted in exceptional circumstances, please make contact with the school to arrange this.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website [Policies \(stmartins3-16.org\)](http://www.stmartins3-16.org).*