



Recruitment Pack

Site Manager

April 2019

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Mission Statement

At Exceed Learning Partnership, we are committed to improving the life chances of all children. Where we have the capacity to make a difference, we are morally bound to do so.

We believe every child deserves the best possible start in life; a world class education aimed at helping the children in Exceed Learning Partnership academies to become successful learners, confident individuals and responsible citizens.

Our mission is to help every young person in our academies to expand their horizons, and build the confidence, talents, interests, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.

Members of the Trust strive together for excellence in partnership, so that our children, staff and communities benefit from excellent teaching, learning, leadership and opportunities.

Motto: 'Every Child, Every Chance, Every Day!'

The child will always be at the centre, with personalised learning as our starting point, making the challenges of 'Helping children achieve more' a reality. Each child will be encouraged to develop a greater understanding of themselves as a learner, what their strengths are, how they can share these with others and their next steps in their continual learning journey. Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment. A key feature of Exceed Learning Partnership will be a learning curriculum which builds the characteristics of learning across all the academies within the Trust. This will focus on our learning philosophy skills: Resilience, Motivation, Collaboration, Creativity, Investigation, Teamwork and Evaluation.

What are our Key Values for Learning?

Passion - Working in education, we have the ability to profoundly change children's lives; the stakes are incredibly high. Our aim should always be to provide for the pupils of our academies what we would want for our own children.

Urgency - The amount of time children spend in education is finite. We have a responsibility to ensure that every moment a child is in an Exceed Learning Partnership academy must be spent productively. Once wasted, it is gone forever and cannot be given back.

Positivity - Staff have a responsibility to be positive and supportive of each other. Negativity leads to low expectations and a culture where excuses are tolerated.

Aspiration - Embodied in the Trust motto, "Every Child, Every Chance, Every Day", all members of staff aim for excellence in their individual professional roles.

Commitment - Staff are prepared to go the extra mile to provide the best possible education for their pupils. The interests of children are always placed ahead of those of staff.

Principles Underlying our Academies

- All share a relentless drive to support every child to make better than good progress in their learning to reach their full potential – **Raising Standards**
- Have the highest expectations of all children and staff – **Raising Expectations**
- Ensure all children become highly motivated and can challenge themselves to meet high expectations and aspirations – **Raising Aspirations**
- Help children develop high self-esteem, respecting and taking responsibility for themselves, others and the environment – **Raising Confidence**
- Recognise and reward success – **Rewarding Success**
- Deliver consistently high-quality lessons which enable students to learn well – **Teaching and Learning**
- Develop independent learning, communication, literacy and numeracy skills across all subject areas – **Core Skills**
- Provide a creative and challenging curriculum which is personalised to meet the needs of all students – **Curriculum**
- Create a variety of opportunities to promote students' spiritual, moral, social and cultural development – **SMSC**
- Develop positive and secure 'Learning partnerships' between school, home and the community – **Community Cohesion**

Our Core Goals for our Academies

1. Our academies to excel in Statutory Test Outcomes for all their learners.
2. All academies enrolled within Exceed Learning Partnership to be capable of good or outstanding judgements from OFSTED when next inspected after two years of joining the Trust.
3. Our academies will develop innovative and transformational teachers who are constantly reflecting on the best ways to improve learning.
4. Our academies to be oversubscribed or on a significant upward admissions trend.
5. The academies to be working closely together within Exceed Learning Partnership, creating a sustainable model of high-quality education for the pupils who attend them. This will be as a result of accessing high-quality corporate services, sharing ideas that work, adoption of appropriate common policy and practice, co-development, support provision and utilising teachers, leaders and support staff for the benefit of all academies.
6. Exceed Learning Partnership to be self-sustaining and outward looking, using its capacity to support those who are underprivileged, in difficulty, or in any other way in need.
7. An inclusive culture to be the norm in each academy, with exclusions rare and every pupil leaving their academy with a plan for the next stage of their educational journey.
8. The Professional Development Programme to be producing high quality committed professionals and future leaders for ELP academies as well as schools beyond.
9. ELP academies to be recognised nationally as organisations of high quality, producing outstanding results within a culture of innovation and achievement.
10. All academies within ELP to continually develop their own unique characteristics and ethos, re-enforcing their individual identities within their respective communities. In our academies, their unique distinctiveness will underpin how they grow, develop and enrich the experiences of all pupils across ELP.
11. Exceed Learning Partnership to constantly build upon the diversity of its academies in order to broaden the experience of its pupils and communities and challenge discrimination and prejudice in all its forms.

Letter from the Principal

Mrs Macleod

Thank you for your interest in the position of Site Manager at Hill Top Academy.

Hill Top Academy is a Primary Academy and we have 398 pupils on roll. Our age range is 3-11 years inclusive and we have a 52 place nurse.

The children here are taught by skilled teachers who are each supported by their own Learning Support Assistant.

At Hill Top Academy we strive to appoint highly-motivated individuals who can take the Academy forward and ensure that the Academy can deliver our vision and ethos. We value every pupil's wellbeing and aim to give every pupil an opportunity to reach their potential, with the help of a very dedicated team of staff, governors, directors and parents.

This is an exciting opportunity for the successful applicant to use their skills and individuality to support our Academy through its continuing journey of improvement. In October 2011 we were judged as 'outstanding' by OFSTED. We value every child's welfare and strive to give every child, every chance, every day.

We foster a positive climate and strive for all staff at our Academy to develop and pursue a successful career. In order to achieve this, we put the maximum amount of effort into creating the very best professional development opportunities. As part of the Exceed Learning Trust we have National Leaders in Education.

I hope that this will inspire you to apply for this unique opportunity and I look forward to receiving your completed application. Once again, thank you for your interest in our position.

Mrs R A Macleod

Principal

Hill Top Academy



Job Description & Person Specification

Site Manager

JOB DESCRIPTION

Exceed Learning Partnership is a multi-academy sponsor, specialising in the development of Innovative Education which sets high standards and gives pupils access to opportunities through excellent teaching and inspirational leadership. ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high-performing educational institutions.

Job Title:	Site Manager
Grade:	Grade 6 Scale Point 17 – 21 £19,171 - £21,166. Salary negotiable according to enhanced skill set
Hours:	37 hours per week full time, permanent
Academies:	Hill Top Academy
Responsible to:	Principal, Business Manager & Governors
Responsible for:	Academy Cleaning Operatives

All support staff should endeavour to maintain the ethos of the academies and must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. Support staff must maintain appropriate professional boundaries and respect the unique position of trust as support staff in the academies.

PURPOSE OF JOB

As a member of the academy management team to be responsible for carrying out a full range of duties to provide high standards of cleanliness, general security, maintenance and day to day development of the academy site, children's centre & surrounding premises & sites. To include cleaning, handyperson activities and some supervision of cleaning staff.

To work proactively under the direction of the Principal and the Business Manager, to ensure a clean and safe learning environment for the children & families within both buildings

- As the main key holder, be responsible for the security of the Trust and academy premises

- Be responsible for locking and unlocking of premises outside of normal school hours and setting security alarm systems as required. Responding to security alarm or all other call outs in accordance with agreed procedures i.e mobile phone to be switched on at all times
- Be aware of and comply with academy policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, GDPR, reporting all concerns to appropriate person
- Contribute to the overall ethos of the academy
- Attend relevant meetings as required e.g. academy premises management and governing body
- Participate in professional learning and associated development and training as required

Roles will include:

- Supervisory responsibilities.
- Serious problems can be referred to the Principal.
- All duties will be carried out within recognised procedures.
- There will be a need to interpret information and to resolve differing problems.
- First point of contact for contractors to the academy.

PRINCIPAL ACCOUNTABILITIES

Cleaning, Building & Premises:

- To promote and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment in the academy & children's centre.
- To ensure designated areas are cleaned in accordance with the building cleaning specification as directed by the Principal or Business Manager. This may include hallways, floors, removing graffiti as well as unpleasant and potentially harmful substances from surfaces.
- To carry out and ensure all aspects of cleaning within the academy, on site and children's centre are completed appropriately in line with Health and Safety guidelines.
- To be responsible for minor gardening works within the academy grounds in order to ensure a presentable environment for pupils, staff and visitors.
- To monitor, order and take delivery of appropriate supplies and equipment to ensure stock levels are adequate and ordered within an agreed budget.
- To carry out minor repairs, identify defects such as faulty plugs, fuses etc. and report these to the Business Manager.
- To inspect academy equipment as specified, and to carry out basic maintenance to academy & children's centre buildings. This may include decorating, carpentry, basic plumbing and minor repairs such as faulty plugs, fuses, light bulbs, and refurbishment projects, such as erecting shelves, partitions and work surfaces as directed within capabilities.
- To read all meters and record as required, including assistance with energy conservation procedures, and to operate heating and hot water supplies in accordance with agreed policy instructions and carry out frost precaution procedures.
- To move furniture as required. There is no provision for the task to include the wholesale placement and removal of chairs on a daily basis; However, chairs may need to be arranged on occasion as required.
- To determine priorities for expenditure and arrange the purchase and authorise payment of cleaning materials/equipment/fittings/repairs and minor works managing the budget delegated by the Principal/Business Manager. This will include obtaining quotations, negotiating with suppliers in order to ensure best value
- To be directly involved with the production, maintenance and development of the academies Asset Management Plan and the long term plans adjusting priorities as necessary.
- Ensure safe pedestrian access at all times, including keeping paths and entrances clear of leaves and moss, as well as gritting and snow clearing during severe weather

- Treat car park and playground areas with salt/grit as appropriate
- Keep signage clean and free from algae
- Check trees for broken/ overhanging branches that could pose a safety risk
- Make appropriate arrangements for the collection of academy waste

Site Planning:

- To attend meetings of the Governing Body's Committee responsible for sites and premises issues providing detailed advice and reports including recommendations for major building maintenance/developments in order to meet best value requirements
- To be responsible for organising and arranging site inspections by governors, contractors and LA Officers or equivalent as required and to liaise directly with the Premises Building Inspector in respect of all buildings issues

Site Security

- Unlocking and locking up of premises daily, responding to 'out of hours' calls
- Responsibility for the sites security system and overseeing the regular testing of fire alarms and security systems documenting all actions as appropriate
- To take such measures as appropriate to protect the academy, children's centre and its contents.
- To comply with regulations relating to security and confidentiality
- To be 'on-call' in the event of an emergency during academy & children's centre closure times via the academy mobile phone and to contact the appropriate services in the event of an emergency such as fire, flood, break-in, vandalism and accident
- To ensure access is provided to cleaning/contractors' staff within approved time
- To be responsible for the testing of all portable electrical equipment and the maintenance of appropriate records
- To determine the arrangements and ensure the safe keeping of furniture, fittings and equipment including security marking and the maintenance of upkeep of a academy & children's centre inventory
- To perform risk assessments as required, and to liaise with other agencies in order to ensure Health and Safety checks are carried out, and that Health and Safety standards are maintained
- To supervise cleaning staff and record cleaning standards to ensure the requirements are maintained and that the academy & children's centre is a clean and pleasant environment
- To act as the first point of contact for contractors to the academy & children's centre
- To liaise on a daily basis with the Principal or Business Manager to discuss any areas of concern and to decide on the order of work required to be carried out by the post holder or contractors

Health & Safety Requirements:

- To uphold the academies policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Trust and Academies Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working
- To carry out daily/weekly checks to ensure that the academy building & children's centre building is meeting the required standards and review any risk to safety
- To liaise with the Business Manager on Fire safety procedures
- To liaise with the Principal Business & Operations Manager in order to carry out fire risk assessments on the academy and Children's Centre buildings
- Cooperate with the academy to ensure that Health and Safety responsibilities are carried out

- Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Principal or other senior person
- To provide feedback to the Governing Body on the academy building and Executive Principal / Business & Operations Manager on the children’s centre in relation to Health & Safety and premises management

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Directors / Executive Principal / Principal /Governors’ of the Trust and academy reserve the right to update your job description, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Signed.....

Signed:
Principal – Mrs R A Macleod

PERSON SPECIFICATION

	Essential	Desirable	Interview /App form
Qualifications, Education & Training			
Caretaking /cleaning / site management experience in school or a similar role	✓		✓
Willingness to participate in development and training opportunities for development in the post	✓		✓
A good standard of Literacy and Numeracy	✓		✓
Experience & Knowledge			
Experience of working in a school setting or similar environment		✓	✓
Experience of undertaking maintenance and DIY including the use of tools	✓		✓
A repairs and maintenance background or the transferrable skills to enable adjustment to the role of Site Manager	✓		✓
Knowledge of Fire Risk Assessment		✓	✓
Experience of assisting in the development and monitoring of a Buildings Development / Maintenance Plan		✓	✓
Knowledge of Moving and Handling Procedures	✓		✓
Have the ability of managing others, instructing and communicating expectations		✓	✓
Knowledge of Health and Safety policies and procedures including knowledge of COSHH regulations	✓		✓
Managing and monitoring of the cleaning function		✓	✓
Experience in managing projects		✓	✓
Understands the need to prioritise work to support the academy's key functions	✓		✓
Experience of working using own initiative as well as being part of a team	✓		✓
Skills			
Excellent organisational and time management skills	✓		✓
Ability to respond to and prioritise incidents as and when they occur in a calm and professional manner	✓		✓
Ability to deal with day to day maintenance and liaise with trades people / contractors as and when the need arises	✓		✓
Ability to deal with paperwork and keep accurate records	✓		✓
Ability to maintain confidentiality at all times	✓		✓
Strong written and verbal communication skills	✓		✓
Strong ICT skills and willingness to develop knowledge of use of ICT and other resources	✓		✓
Ability to relate to both children and adults	✓		✓
Ability to work to tight deadlines	✓		✓
Practical / handyperson skills necessary to undertake general buildings maintenance / minor repairs	✓		✓
A practical approach to problem solving	✓		✓

Personal Qualities/Skills			
Be responsible, honest and reliable	✓		✓
Be calm in an emergency	✓		✓
Be well organised and capable of prioritising work	✓		✓
Be flexible and hardworking	✓		✓
Ability to carry out physical tasks e.g. lifting/carrying (in accordance with manual handling procedures)	✓		✓
A self-motivated individual who can work using their own initiative	✓		✓
Confidence and commitment	✓		✓
Has a good attendance and punctuality record	✓		✓
An enthusiastic approach to work	✓		✓
Ability to communicate effectively with people at all levels	✓		✓
To take on key holding duties for the school	✓		✓
Be available for callouts	✓		✓
Special Requirements			
A willingness to be flexible where the need arises to meet the needs of the academy	✓		✓