



EDUCATION
TRUST

Applicant Information Pack

Site Team Manager



'Every Individual is in a great school'



Headteacher letter to Applicants

Dear Applicant

Thank you for the interest you have shown in our school. I am delighted you are considering joining William Brookes School and as the recently appointed Headteacher I am proud to welcome you to our vibrant and successful school.

William Brookes is unique in that it is the only Coubertin school in Great Britain and is a place where Olympian values infuse every aspect of school life. Students gain good academic outcomes, but education is not just about the academic mind; it is also about the heart, and so students at William Brookes are exposed to a broad range of enrichment activities; especially through the Arts and in Sport.

Please explore our [website](#) and read the additional materials included in this pack to find out more about us. The Job Description & Person Specification give you full information about this post. I hope that you are inspired by what our school has to offer.

If you decide that you have the energy, enthusiasm and experience to enhance our culture and make a difference, then we look forward to your application. If you would like to arrange a visit or have an informal discussion then please contact the Headteacher's PA Ms Toni Ferrans via email at toni.ferrans@wbs.318education.co.uk

We look forward to hearing from you.



Ruth Shaw
Headteacher

About our Trust



The 3-18 Education Trust is currently made up of ten 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) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The 3-18 Trust: What We Offer

Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family

members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.

Job Description: Site Team Manager



Title of Post	Site Team Manager
Grade and SCP	Grade 7
Hours/Working Weeks	37 hours per week, all year round
Post Status	Permanent
Accountable To	Operations Lead

Main Purpose

All staff are expected to take responsibility for the whole school site, ensuring its safe and efficient use at all times by students, staff and visitors. The site team are expected to take responsibility for presenting the entire site in the best possible condition at all times. This post will take responsibility for ensuring the site's condition is well maintained for students, staff and visitors, meeting all Health & Safety requirements.

This role is accountable to the Headteacher and Operations Lead, and will be responsible for the day to day management of the site team, this will include delegating tasks on a daily basis to ensure the effective management of the site buildings and grounds and delivering effective and efficient support to the agreed high standards of service.

Duties & Responsibilities

The Site Team Manager is responsible for:

- Line Manager to all site staff, janitor and cleaning team supervisor including management of their probation period, induction, performance and absences etc
- Manage the site team rota on a daily basis, ensuring all elements of work are captured effectively throughout the day's operation and on a long term basis
- Coordinate and oversee on-site meetings with contractors/ maintenance companies etc, ensuring that necessary safeguarding procedures are adhered to
- Work with The Edge Manager to ensure that key holder duties are managed effectively, booked rooms are presented to a high standard and suit the needs of the bookings
- Ensure site compliance, directed by the Operations Lead
- Carry out effective lockdown and fire safety practices
- Manage and effectively maintain rota to support Trust Primary Schools in local area
- Work with External contractors to ensure effective preparation for any on-site projects.
- Attend regular meetings with the Leisure Centre to ensure maintenance and repair is effective

Support the Site Team:

- The security of the entire site and its contents (including the operation of fire, security alarms and keyholder responsibilities);
- Maintenance of all buildings to a high standard
- Operation and maintenance of all plant and equipment i.e, lighting, heating and BMS system
- Carry out Health & Safety checks under the direction of the Operation Lead
- Maintain high standards of cleanliness in all areas and support the cleaning team supervisor to ensure they are resourced
- Manage Grounds maintenance contractors and ensure grounds are clean and tidy at all times.
- Ensure effective portorage
- Keep school minibuses clean and well-maintained
- Manage and carry out reactive and proactive repair and maintenance work
- Other duties arising from the premises e.g. out of hours lettings, events, car parking, etc.

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

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

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 postholder 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.

Headteacher signature:

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Date:

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Postholder's signature:

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Date:

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Postholder's name:

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> N/SVQ Level 4 HND/Degree in relevant discipline or skilled trade or appropriate experience at a senior level 	
Experience	<ul style="list-style-type: none"> Several years' experience of working in a relevant discipline i.e. senior caretaking / site keeping experience in a school or similar environment. Management / supervisory experience. 	
Knowledge and Understanding	<ul style="list-style-type: none"> Full working knowledge of relevant policies / codes of practice / legislation. Knowledge of health and safety procedures and precautions. Knowledge of COSHH regulations. Awareness of health and hygiene procedures. Use of appropriate specialist equipment / resources. Knowledge of moving and handling procedures. Managerial skills. Ability to organise, lead and motivate a team. Ability to self-evaluate learning needs and actively seeks learning opportunities. Ability to relate well to children and adults. 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> Sufficiently fluent in spoken English to ensure effective performance in the role Good communication skills and ability to relate well to young people and adults Good literacy and numeracy skills Good organisational skills The ability to remain calm in stressful situations Evidence of leading a team 	<ul style="list-style-type: none"> Good ICT skills Ability to train, supervise and develop other staff Knowledge of guidance and requirements around safeguarding children
Personal Attributes	<ul style="list-style-type: none"> Committed to getting the best outcomes for the school goals Committed to achieving goals Confident communicator Strong team player Flexible and reliable A positive approach and attitude to change. A commitment to a student-centred approach, within an inclusive school 	<ul style="list-style-type: none"> Creative Good sense of humour A positive approach and attitude to change. A commitment to a student-centred approach, within an inclusive school A flexible team player. Possesses gravitas; is firm yet kind

	<ul style="list-style-type: none">• A flexible team player• An excellent communicator, able to motivate staff and students• Ability to bring enthusiasm, initiative, commitment to the role	
Special Conditions	<ul style="list-style-type: none">• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	

Application & Appointment Process

An application form is available to download from the school's website which can be found [here](#).

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

To arrange an informal conversation or to find out more about this role, please contact Ms Toni Ferrans via email at toni.ferrans@wbs.318education.co.uk to arrange a conversation.

**The deadline for applications is 9.00am on
Friday 28th March**

Interviews will be held on Friday 4th April

Please send completed applications to Toni Ferrans via email at toni.ferrans@wbs.318education.co.uk

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

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- 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 trust website.

In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of our safer recruitment process.