



**QEGSMAT**

**Site Manager**

**Chellaston Academy**

**Permanent**

**37 hours per week, 52 weeks per year**

**Scale 5 £24,496 - £26,845 FTE**

QEGSMAT are seeking to appoint an enthusiastic site manager to join our hardworking and high achieving team at Chellaston Academy.

The successful candidate will play a key role in maintaining our site and ensuring a welcoming and safe environment for the whole school community.

Chellaston Academy is on an exciting journey and we are seeking talented candidates that mirror our values and standards to join us. Our ways of working ensure that our young people are at the heart of all decisions that we make; whilst we take academic achievement seriously, we also consider educating the whole person to be vitally important.

Chellaston Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

**Why work for us?**

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for support staff.

- 22 days holiday rising up to 25 days after five years' service; plus an extra 4 days' leave (known as extra statutory and concessionary)
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call Anita Holdgate, the Operations Coordinator. Further details about our school can be found on our website: [www.Chellaston.derby.sch.uk](http://www.Chellaston.derby.sch.uk)

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

<b>Closing date for applications:</b>	<b>24<sup>th</sup> September 2023</b>
<b>Interview date:</b>	<b>W/C 25<sup>th</sup> September 2023</b>
<b>Salary:</b>	<b>Scale 5 £24,496 - £26,845FTE</b>
<b>Potential Start date:</b>	<b>ASAP</b>



## **JOB DESCRIPTION – Site Manager**

<b>Post Title:</b>	<b>Site Manager</b>
<b>Reporting to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>Caretakers, Cleaners</b>
<b>Scale:</b>	<b>Scale 5 £24,496 - £26,845</b>
<b>Disclosure Level:</b>	<b>Child Workforce - Enhanced, Childs Barred list</b>

### **PURPOSE OF THE POST:**

#### **Purpose:**

Ensure Chellaston Academy is a safe, clean and well-maintained working environment for staff and students.

### **Main Duties**

- Manage day to day site operations, including building maintenance and repairs, grounds maintenance and site security
- Manage the site team in a manner, which increases knowledge, skill and performance over time, particularly in the areas of health and safety and compliance,
- Organising work rotas, including overtime and holidays for the site team
- Coordinate the caretaking team in all statutory testing and maintenance, keeping accurate records of all tests
- Monitor the site ensuring that buildings and grounds meet health and safety requirements, undertaking regular site inspections highlighting defects, incidents and risks
- Carry out temporary and/or permanent repairs to buildings and equipment within the skill-range of the team or making the necessary arrangements for professional help, placing orders for such work and ensuring that the work is carried out safely and efficiently
- Monitor and operate within the academy's maintenance budget; Support and advise the Headteacher in setting the budget and maintenance plan
- Assist in ensuring best value for money from contracts and suppliers in accordance with the school policies and raising purchase orders when necessary

- Work with contractors, overseeing the quality of work completed, ensuring that high quality work is carried out before payment is authorised
- Assist the Trust Facilities Manager when tendering contracts providing information at Academy level.
- Carry out, oversee and manage all Fire Alarm, Emergency Evacuation and Lockdown drills ensuring all staff and students follow the Academy policy.
- Manage the work of the cleaning staff and grounds contractors to ensure that buildings and furnishings are cleaned in accordance with defined specifications
- Be responsible for energy management and monitoring, ensuring efficient operation of Academy services
- Follow the Academy severe weather procedures; attending site early, liaising with transport companies and communicating with the Head Teacher about site conditions
- Flexible working may be required to accommodate workload, cover absence and attend in the event of an emergency.



## Person Specification – Site Manager

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Qualifications	Good numeracy and literacy skills.	Relevant qualifications and experience within discipline, or through recognised trade body.  Health and safety.  First aid.	Certificates
Experience	Experience of working with teams in a leadership or management capacity.  Experience of managing a team.	Experience of managing contracts.  Experience of project management.  Experience of supporting senior managers in respect of their responsibilities.  Experience of managing a budget.	Interview
Skills	Ability to relate effectively with children, parents, Governors, staff and various community groups.  Practical with good organisational skills.  Ability to cope with conflicting demands, deadlines and interruptions.  Able to communicate in a clear and concise manner both on the telephone and face to face.  Able to prioritise and manage time effectively.  Ability to meet deadlines.  Basic ICT skills.	Use of Microsoft Office including Word, Excel and Outlook.	Interview

Knowledge	Awareness of health and safety procedures	<p>Knowledge of health and safety regulations including Asbestos, Legionella, COSHH, Fire and risk assessment.</p> <p>Knowledge of relevant codes of practice and/or policies, preferably in a school environment.</p>	Certificates Interview
Personal qualities	<p>Enthusiastic and flexible approach and attitude.</p> <p>Willingness and ability to obtain and/or enhance qualifications and training for development in the post.</p>		

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_