

**Applicant Information Pack**

Site Manager





 

**Headteacher Letter to Applicants**

The Priory School is an oversubscribed, 11-16, comprehensive situated in a popular, residential area of the County Town of Shrewsbury. There are approximately 840 students on roll with a six-form entry. The school has an excellent reputation across the county.

Our main school building dates from the late 1930s, with a mix of additional classroom blocks added over time, to cater for the growing needs of the school. Our latest ‘Maths Block’ opened in 2019 and symbolises our determination to provide our students with a first-class environment, conducive to learning.

As soon as you enter our school you gain a ‘feel’ for our very special ethos and culture. Students conduct themselves in an exemplary manner and have high expectations of their own and others’ conduct, both in and out of lessons. They are a pleasure to teach and be with. We are an inclusive school and value the diversity of our student body. Outcomes for our students are above average and progress over the last three years has improved year on year. We are determined to ensure this remains the case and constantly reflect on all that we do to ensure we continually improve.

We have a vibrant House System that embodies all we stand for and our students participate in a range of activities, in large numbers. The system helps us to celebrate a range of talents and interests, complementing an extensive extra-curricular programme and has become an integral part of ‘Priory Life’. We believe education is about developing the individual holistically, not just academically. As a result, we have a rich and broad curriculum, to ensure the development of all our students into **Selfless, Self-Assured, and Successful** individuals.

Our staff are a close-knit team who are dedicated to ensuring our students have the best experience of school life. School leadership are committed to their continued professional development and have placed significant emphasis on staff well-being; reviewing workload to support a healthy work-life balance.

The successful applicant will be joining us at an exciting time of our development, both as a school and as part of an evolving multi-academy trust. They will work within a school, which prides itself on being outward facing, dynamic and aspirational whilst retaining an important feel of the traditional.

If you choose to join the Priory School you will not only benefit from joining an exceptional school, you will greatly benefit from working within an aspirational family of schools. Please take time to view our website <https://priory.tpstrust.co.uk/> for more details.

Alison Pope

Headteacher

**About our Trust**



Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School and St Martins, a 3-16 school in North Shropshire.  In July 2017, we were joined by Coleham School, a 4-11 school in Shrewsbury and a fourth school, Thomas Adams, joined us in March 2020. Thomas Adams is located in Wem and is an 11-18 comprehensive state boarding school, with approximately 1200 students. In April 2021 we were joined by William Brookes School an 11-18 school in Much Wenlock. We have hopes of further growth in the near future.  The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

**“The value of the individual, the benefit of the team”**

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively.  We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we look in turn to adapt the way we work together.  In short, the leaders within the MAT are keen to receive expertise and share best practice.  We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

**Job Description**

  

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| **Title of Post:** | Site Manager |
| **Post Status** | Permanent |
| **Grade and SCP** | Grade 8 SCP 18-22 |
| **Accountable to:** | School Business Manager |

**Main purpose**

* Under the direction of the Business Manager take responsibility for the security, management and safety of the school site.
* Line manage all other site staff including allocation and monitoring of work and staff performance and development.

**Duties and Responsibilities**

**Operational Tasks**

* Manage the security of the premise ensuring the site is locked and unlocked as required. This may require occasionally changing shifts or working additional hours to ensure appropriate health, safety and security is available for school events.
* Undertake continuous risk assessment of security and health and safety risks to the school premise including vandalism and arson.
* Allocate and monitor work via the schools electronic ticketing system.
* Manage provision of alarm systems and CCTV equipment, liaising with contractors where required.
* Ensure alarm systems are monitored and arrangements are in place for effective out of hours alarm activations.
* Oversee the activities of external contractors on site.
* Manage the schools premise budget ensuring best value is achieved at all times.
* Ensure all lettings are suitably resourced for the client and the school is prepared ready for operation the following day.
* Monitor the schools resource booking system to ensure spaces booked for meetings and events are set up and cleared away accordingly.

**Maintenance and Cleaning**

* Arrange service and maintenance tenders.
* Ensure all routine maintenance checks are undertaken within the required timescales causing minimal disruption to staff and students.
* Identify defects, manage routine maintenance, repair schedules and specialist repairs.
* Supervise maintenance contractors and undertake regular site inspections.
* Ensure appropriate paperwork is kept for all maintenance work completed, both by contractors and site staff
* Monitor performance of service contractors
* Ensure that heating and lighting systems are maintained and operational.
* Undertake building/refurbishment projects.
* Prepare costed plans for repairs / maintenance and building activities as required.
* Undertake a programme of redecoration around the school.
* Ensure the schools grounds are kept clean and tidy.
* Ensure adequate supplies of cleaning and hygiene materials
* Undertake specialist cleaning tasks.
* Coordinate deliveries to the school site.

**Health & Safety**

* In conjunction with the Business Manager, lead and promote good, robust health and safety practices throughout the school site.
* Comply with Health and Safety legislation
* Liaise with the school’s Health and Safety Advisor to improve H&S processes
* Address any Health and Safety concerns raised by staff, students, visitors and H&S audits.
* Ensure the school minibus is serviced and maintained in a safe condition.
* Maintain a list of competent minibus drivers and arrange training when required.

**Organisation & Managerial Tasks**

* 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 the premise budget and regular audit of resources.
* Manage Health and Safety risk assessments and dissemination and compliance with Health and Safety policies for both internal and external building projects.
* Management and supervision of lettings including premise and lettings assistants.
* Liaise with outside contractors such as cleaning, catering and grounds maintenance.
* Attend all appropriate meetings as instructed by the Business Manager.
* Undertake induction, training and mentoring for site staff.

**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.
* 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 School 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 the Headteacher feels 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 by the Headteacher, 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.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Headteacher**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder**

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * N/SVQ Level 4 HND/Degree in relevant discipline or skilled trade or appropriate experience at a senior level. |  |
| **Work or relevant experience** | * 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** | * 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** | * 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 | * Good ICT skills * Ability to train, supervise and develop other staff * Knowledge of guidance and requirements around safeguarding children |
| **Personal qualities** | * A commitment to getting the best outcomes for the school * Commitment to maintaining confidentiality at all times * Commitment to safeguarding student’s wellbeing and equality * Ability to bring to the role, initiative, enthusiasm and commitment * Flexibility and reliability * Willingness to develop skills with further training |  |
| **Special Conditions** | * Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. |  |

**Further Information**

We are the lead school for Shropshire and Telford Education Partnership the DfE sponsored Teaching School Hub which covers Shropshire and Telford and Wrekin. We work in collaboration with three other former teaching school alliances to deliver the Early Career Framework, act as an Appropriate Body for Early Career Teachers, deliver the full suite of NPQs, offer School Direct PGCEs through our wider partnership as well as provide accredited CPD to meet the needs of the area. This signals a very exciting new chapter for the school in its contribution to the wider development of teaching and support staff across the local area.

We are also the lead school for the Shropshire, Herefordshire and Wolverhampton (SHaW) Maths Hub. Our Maths Hub work, which arises through our Teaching School status, covers Shropshire, Herefordshire and Wolverhampton, and has seen significant growth and success since its inception in 2014.

**The Appointment Process**

Applications will only be accepted from applicants completing the Application Form in full. We do not accept CV’s in support of an application.

The Application Form can be found on our website and all applications will be acknowledged.

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.

**Closing date for applications:** 10am, Monday 18th July 2022

**Shortlisting and Candidate Notification:** Tuesday 19th June 2022

**Interviews:** Wednesday 20th June 2022

If you have any questions based on any aspect of the appointment process, need additional information, or would like to visit the school, please contact Carol Combes, on 01743 284052.

**Please return completed applications to:** Jo Kewell, at: [hr@tpstrust.co.uk](mailto:hr@tpstrust.co.uk)/ or applications can be returned to The Priory School Trust, Longden Road, Shrewsbury, SY3 9EE

*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 :* [*Click Here*](http://priory.tpstrust.co.uk/parents/school-policies-statutory-information/)

*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.*