

Information Pack

Site Manager

# Full Time Site Manager

Dear Candidate,

Thank you for your interest in the post of the Site Manager at Hob Green Primary School, within the drb Ignite Multi Academy Trust. The Trust was officially formed in June 2015 and currently has twelve primary schools within the Birmingham and Dudley area.

We are looking for a highly motivated, creative and innovative person to provide Site Manager support for Hob Green Primary School in Dudley. This position plays a fundamental part in the Trust’s Estates Team.

The drb Ignite Trust has been established through a shared belief that lives can be transformed by what goes on in schools. The vision of the Trust is to build an excellent organisation where every school is part of a strong and sustainable whole. We believe that by working as one cohesive group, every child can become a powerful learner and all staff can learn and develop together as professional leaders and educators.

To make our vision happen and to sustain effective performance across our schools we keep our strategy simple:

**One Trust one organisation**

The Trust and its schools see themselves as one organisation created with the sole purpose of advancing education for the benefit of pupils, families and the wider community. We recognise the power of schools working together in a single governance structure with clear accountability arrangements. We want our schools to respond to the diversity of their local context, taking decisions in accordance with the needs of the children and families they serve whilst also collaborating and sharing effectively together through a structured system. We believe this is the best way to provide effective levels of support and build resilience.

**School Improvement model**

The Trust’s school improvement model is based on achieving consistently high-quality learning across all schools. This involves a relentless focus on front-line practice, put simply, the quality of teachers, teaching and the curriculum. We are driven by a passion about every detail of a pupil’s experience. We see this as central to our social justice responsibilities to contribute to wider social good by developing schools that are able to focus on the substance of education and the diverse needs of pupils.

**Cross Trust Collaboration**

We believe the professional capacity and capability of our leaders, teachers and support staff is central to achieving effective teaching and learning. As one Trust, we work together to create the conditions for deep collaboration that improves the quality of education for everyone. We are committed developing improvement and intervention models that solve and overcome persistent problems, particularly for the most disadvantaged pupils.

**Research and evidence informed practice**

We are an outward facing Trust that actively seeks opportunities to work with other Academy Trusts and Teaching School Hubs to draw on best evidence. We are committed to system leadership that goes beyond collaboration and engages deliberate system design and system building to improve teaching and learning. We want all our schools to bring together reflection, action, theory and practice in the pursuit of improved outcomes.

**Geographical focus and reach**

We are constantly growing and developing as a bespoke primary school Trust across the West Midlands. Our schools are close enough to be able to share easily, travel between each other and collaborate with the minimum of logistical fuss. This is an important feature of our system design. We hope you find the information pack helpful. If you would like to know more about us before you apply, please see our website <https://drbignitemat.org>

If you would like to apply, please complete the Application Form and return this to [swells@hobgreen.drbignitemat.org](mailto:swells@hobgreen.drbignitemat.org) by midday on **Friday 20th September 2024**; interviews to be held W/C **30th September 2024**. If you have not been contacted within three days of the closing date your application has not been successful. In the meantime, thank you for your interest in the above post.



Hob Green Primary School, Hob Green Road, Pedmore, Stourbridge,

West Midlands, DY9 9EX,

Tel: 01384 210288

Head Teacher: Mrs Lucy Williams

Deputy Head: Mrs Maggie Bostock

**Job Advert**

Title: **Site Manager**

Salary: NJC SCP Grade 7 - £29,269 – £32,076

Working Hours: 37 hours per week

Working day: Hours variable to meet the Trust’s and School’s operational objectives

The Site Managers role will join our Estates Team based across the West Midlands and you will be the main point of contact for the Headteacher and Cleaning Operatives on all Estate related matters. You will be an integral part of the wider Estates Team and be reporting to the Trust Estates Manager.

You will have the ability undertake minor repairs to the fabric of the building and will assist the Trust Estates Manager in the delivery of the Statutory compliance on site.

Ideally you will have experience of site management in an educational and/or a multi-site environment, but more importantly you will have skill sets, health and safety knowledge and awareness, business acumen, employee management skills, flexibility and determination to make a real difference to our Trust.

As we secure the need and funding for substantial premises and building improvements, you will assist the Estates Manger to project manage this work and ensure a quality service delivery is given to all stakeholders. You must have a current driving licence and the use of a vehicle. We need a committed team player with excellent organisational skills - with the ability to work independently, manage time effectively and prioritise workload with high levels of drive and resilience. Results focused in your approach, you will act as a change agent through your enthusiasm for continuous improvement.

In return we can offer you a competitive salary, the opportunity to join the local government pension scheme and a strong sense of shared moral purpose to make a difference to the lives of young people. If you are seeking a fresh challenge, enjoy variety in your role and are looking for an opportunity to make this role something special, we would welcome your application. Please contact our Estates Manager, Fabian Connolly for any queries via [fconnolly@drbignitemat.org](mailto:fconnolly@drbignitemat.org)

We look forward to hearing from you. For further information about the role please see the attached Job Description and Person Specification. Closing date: midday **Monday 26th August 2024**; interviews to be held **Thursday 5th September 2024**.

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| **drb Ignite Multi Academy Trust Job Description** | | | | | | | |
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| **Job Title:** | | **Site Manager** | | | | | |
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| **Grade:** | | NJC Gr 7 - £29,269 – £32,076  (Full-Time. All year round) |  |  | | | |
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| **Start Date:** | | September 2024 |  |  | | | |
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| **1.0** | **JOB PURPOSE** | | | | | | |
|  | **1.1** | To provide a mobile technical support to all Trust schools | | | | | |
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| **2.0** | **PRINCIPAL DUTIES:** | | | | | | |
|  | **2.1** | Be a visible and effective operative; assisting the Estates Manager and site staff as directed. | | | | | |
|  | **2.2** | Ensure high quality of service delivery. | | | | | |
|  | **2.3** | Effective and efficient delivery of minor projects across the academy trust sites. | | | | | |
|  | **2.4** | Ensure all aspects of Health and Safety (legislation and implementation) are reflected in the highest of standards, ensuring all academies in the trust are safe and legally compliant. | | | | | |
| **3.0** | **KEY RESPONSIBILITIES AND ACCOUNTABILITIES:** | | | | | | |
|  |  | **PREMISES** | | | | | |
|  | **3.1** | To ensure the Trust buildings and premises are maintained to appropriately high standards that comply with all relevant legislation seeking advice from the Trust Central Team when required. | | | | | |
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|  | **3.2** | In conjunction with the Trust Central Team and Estates Manager deliver the Trust Estates Management Plan | | | | | |
|  | **3.3** | To liaise with the Estates Manager to ensure that the terms and conditions of the Trust insurance policy are adhered to. | | | | | |
|  | **3.4** | To have an overview of maintenance of all furniture, equipment, and fittings either via individual Academy contracts or by joining Trust-wide procurement tenders. | | | | | |
|  | **3.5** | Support the Estates Manager in other site-based tenders/contracts as required | | | | |
|  | **3.6** | To advise the Academy Leadership teams on Health & Safety matters, seeking advice from the Central Team as appropriate. | | | | |
|  | **3.7** | To ensure full compliance with the Estates Scheme of Delegation and Statutory Policies including:   1. Trust procurement policy 2. Financial Procedures Manual 3. Premises Management Policy | | | | |
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| **4.0** |  | **CAPITAL** | | | | | |
|  | **4.1** | Liaise with the Estates Manager and Director of Estates over School Condition Allocations Grant and Devolved Funding Capital works. | | | | | |
| **5.0** |  | **POLICIES AND PROCEDURES** | | | |
|  | **5.1** | Ensure full compliance with all Trust policies | | | |
|  | **5.2** | Ensure compliance with all Health and Safety Legislation and Guidance | | | |
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| **6.0** |  | **LINE MANAGEMENT RESPONSIBILITIES** | | | |
|  | **6.1** | When undertaking the role of stand in Site Manager, you will be responsible for the line management of the cleaning operatives on site. | | | |
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| **7.0** |  | **OTHER DUTIES COMMENSURATE WITH THE GRADE OF THE POST** | | | |
|  | **7.1** | Supporting the Estates Manager and Director of Estates in reviewing the risk register for site/facilities risks. | | |
|  | **7.2** | To be available out of hours for emergency contact. | | |
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|  | **7.3** | To adhere to the ethos of the academy trust | | | | | |
|  | **7.4** | To promote the agreed vision and aims of the academy trust | | | | | |
|  | **7.5** | To set an example of personal integrity and professionalism | | | | | |
|  | **7.6** | Any other duties as commensurate within the grade in order to ensure the smooth running of the Trust | | | | |
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| **8.0** |  | **OBERVANCE OF THE ACADEMY’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED** | | | | | |
| **9.0** |  | **SUPERVISION RECEIVED** | | | | | |
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|  | **9.1** | **Supervising Officer’s Job Title:** Estates Manager | | | | | |
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|  | **9.2** Plan own work to ensure the meeting of defined objectives | | | | | | |  |
| **10.0**  **10.1** |  | **SUPERVISION GIVEN** (excludes those who are indirectly supervised i.e. through others)  Site supervisors and cleaning operatives while undertaking site manager cover duties | | | | | |
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| **11.0** |  | **SPECIAL CONDITIONS** | | | | | |
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| **11.1** |  | To be familiar with the safeguarding policy. There is a requirement to successfully complete the Keeping Children Safe in Education training. | | | | |
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| **11.2** |  | To be familiar with and adhere to the Academy Trust Code of Conduct Policy | | | | | |
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| **11.3** |  | Full time working pattern to be agreed with the Estates Manager and be flexible to ensure the needs of the Trust are met. | | |
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| **12.0** |  | **REVIEW AND AMENDMENT** | | |
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| **12.1** |  | The job description is normally subject to annual review. It maybe amended at the request of the Estates Manager or the post holder after consultation. | | |
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**Site Manager – Grade 3**

**Person Specification**

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| **Categories** | **Essential/ Desirable** | **Application form** | **Interview/ Task** |
| **Qualifications** | | | |
| 5 GCSEs or equivalent (grade A\*-C) including English & Maths | D | ✓ |  |
| Building services related e.g. surveying, engineering | D | ✓ |  |
| Recognised H&S qualification | D | ✓ |  |
| Evidence of Continuous Professional Development | D | ✓ |  |
| **Experience** | | | |
| Experience of working in a public sector / educational setting | E | ✓ |  |
| Significant experience of estates related work including health and safety | E | ✓ |  |
| Demonstrable experience in a line management role | E |  | ✓ |
| Demonstrable experience of successfully leading and managing projects, with a combination of direct delivery responsibility and delivering through a range of partners and budgets | E |  | ✓ |
| Experience of working across multiple sites | E |  | ✓ |
| **Abilities, skills, and knowledge** | | | |
| In-depth knowledge of current estates legislation, including statutory requirements regarding building services | D | ✓ | ✓ |
| Possess the technical skills to meet the job requirements | E | ✓ | ✓ |
| Good working knowledge of procurement and contract management | E | ✓ | ✓ |
| Strong ICT skills | E | ✓ | ✓ |
| Strong interpersonal, communication skills, able to present technical data confidently to other professionals and non-professionals | E | ✓ | ✓ |
| Well organised - able to work to tight deadlines and manage multiple projects simultaneously | E | ✓ | ✓ |
| Able to influence key stakeholders and to inspire confidence with the Estates Department | E | ✓ | ✓ |

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| **Categories** | **Essential/ Desirable** | **Application form** | **Interview/ Task** |
| **Personal Qualities** | | | |
| A strong commitment to personal development for all staff including oneself | E | ✓ | ✓ |
| Self-motivated approach to working | E | ✓ | ✓ |
| Flexible, creative and innovative | E | ✓ | ✓ |
| Positive attitude to promoting change | E | ✓ | ✓ |
| A commitment to do everything possible for others to be successful | E | ✓ | ✓ |
| High integrity and openness combined with a dedication to good governance | E | ✓ | ✓ |
| A strong commitment to the Trust’s values | E | ✓ | ✓ |
| **Other factors** | | | |
| Commitment to Equal Opportunities | E | ✓ | ✓ |
| Enhanced DBS check | E | ✓ | ✓ |
| Full driving licence and use of car | E | ✓ | ✓ |
| Able to travel across the Trust and beyond to carry out duties | E | ✓ | ✓ |

The above skills will be assessed during the various stages of the recruitment process through the application form, interview and other processes as appropriate.

**Application form**

Please contact Geoff Bagley, at [gbagley@drbignitemat.org](mailto:gbagley@drbignitemat.org) for an application form. You will also be asked to submit a letter of application, maximum of two sides of A4 Arial font 11, addressing the following points:

● Why you are interested in the post and your experience so far.

● What contributions you could make to development within our Trust.

● Any particular areas of strength and expertise you have to offer linked to the person specification.