



**North East  
Learning Trust**

**Site Manager**  
**Diamond Hall Junior Academy**  
Applicant information pack

# Site Manager

**Grade 3 SCP 7 - 11**

**£20,092 – £21,748**

**37 Hours per week**

North East Learning Trust and Diamond Hall Junior Academy are seeking to appoint an inspiring and highly motivated Site Manager. The successful candidate will work in a team to maintain our school site and provide a welcoming and safe environment for the whole school community.

## **We can offer:**

- A vibrant learning community with enthusiastic and engaging children.
- A positive and caring ethos.
- An excellent learning environment and resources.
- A team of hardworking, dedicated and friendly staff where everyone is valued.
- A supportive and effective governing body.

## **The successful candidate will:**

- Have a clear vision and understanding of the needs of a school.
- A good building services skill set to meet the changing needs of the school.
- The ability to undertake moving and handling of physical objects, dynamically risk assessing the weight to ensure safe working practises.
- Have an eye for detail.
- Be flexible in their approach and work well as part of the team.
- Support the wider aspects of school life.
- Have ideas and a good sense of humour.

## **Deadline:**

Closing date is 11<sup>th</sup> June 2021. Shortlisting will take place w/c 14<sup>th</sup> June 2021.

## **How to apply:**

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [karen.marriott@diamondhalljuniors.co.uk](mailto:karen.marriott@diamondhalljuniors.co.uk) or by post to Karen Marriott, Diamond Hall Junior Academy, Well Street, Sunderland, SR4 6JF.

# Job description

**Post title:** Site Manager  
**Responsible to:** Headteacher  
**Responsible for:** Supporting with maintenance, security and facility services  
**Salary Band:** Grade 3 SCP 7 – 11

## Job purpose:

As a member of the site team be responsible for the safe and compliant delivery of facilities services across the whole school site including maintenance, security and facilities services.

To ensure that the school is cleaned and maintained in line with the school's quality procedures and ensure that all other works undertaken are completed safely, compliantly and in-line with the normal school operation. The postholder will oversee the cleaning team, giving direction as appropriate, ordering necessary supplies and stocks, opening / locking the school, carrying out routine servicing, testing and maintenance and assisting with general caretaking provision as required.

## Duties and Responsibilities:

- To ensure all buildings and grounds are cleaned and maintained to agreed standards and specifications.
- To keep all Trust buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired, or fault rectified properly and promptly.
- To ensure the safe maintenance and secure operation of all school premises, commissioning quotations for works that need to be undertaken liaising with the Headteacher and Trust's Head of Estates.
- To manage and assist in the delivery of the maintenance of the school site including the purchase and repair of all furniture and fittings.
- To monitor and assess the effective delivery of outsourced and on-site school services ensuring that statutory compliance is met.
- To ensure all tasks listed on the "Every System" are completed in-line with the specified frequency with identified defects being rectified in a timely manner.
- To manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- To ensure premises, facilities and cleaning provision is operating in a cost effective manner.
- To act as a key contact with the Trust's Head of Estates and attend meetings as required.
- To ensure that all duties associated with the post are undertaken in compliance with relevant health and safety regulations and codes of practice and with due regard for the health, safety and welfare of self, pupils, staff and visitors including contractors.



- To undertake maintenance and minor improvement works in-line with training and experience including but not limited to legionella testing, emergency lighting, fire alarms and inspection of fire safety equipment.
- To liaise with Office Manager and Headteacher on a regular basis.
- To be key holder for the school and be the primary contact for all security (opening and locking up) and emergency call outs.
- To liaise with the Trust's Head of Estates to devise and manage a planned maintenance programme of the building and equipment.
- To arrange for the removal and safe disposal of unwanted items and materials, maintaining and updating an asset register as required.
- To communicate and meet with the on-site caretaker daily and weekly meetings with cleaning contract supervisor.
- To assist with cleaning duties, supervision and support of caretaker, manage performance, carry out 1-1 meetings and annual appraisal meetings,

### **General:**

- Returning to school between shifts.
- Support cover at other school sites as and when required.
- Working outside normal working hours, including weekends as and when required.
- Keep up to date with training relevant for your role and school.
- To be a part of the NELT Premises Team.

### **Health and Safety**

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

### **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

# Person Specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• Good literacy and numeracy</li> <li>• Knowledge of Health &amp; Safety legislation relating to the role.</li> <li>• Practical knowledge of basic maintenance tasks.</li> <li>• MIDAS qualification (or willingness to undertake)</li> <li>• First Aid qualification (or willingness to undertake)</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety qualification</li> <li>• General maintenance qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Previous experience in a similar role</li> <li>• Experience of working in an educational setting.</li> </ul>	
Aptitude and skills	<ul style="list-style-type: none"> <li>• Use of initiative to solve straightforward problems</li> <li>• Ability to work alone without supervision and as part of a team</li> <li>• Ability to follow instructions and achieve objective within set deadlines</li> <li>• Good interpersonal skills</li> <li>• Adaptable to change by adopting a flexible and cooperative approach</li> <li>• Ability to use a wide range of tools and equipment</li> <li>• Willingness to participate in development and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and promoting positive relationships within the wider school community</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Good timekeeping</li> <li>• An eye for detail</li> <li>• Proven ability to work flexibly</li> <li>• Resilient, tactful and diplomatic, even when under pressure.</li> <li>• Full clean driving licence</li> </ul>	

### **References:**

Any relevant issues arising from references will be taken up at interview.

### **DBS and pre-occupational health:**

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.