



SET
SAXMUNDHAM
SCHOOL

Site Manager

37.5hrs per week, Full-time,
permanent

£18,525-£19,967 depending on
experience

Application Pack

CEO welcome

Dear Applicant

Can I take this opportunity to thank you for the interest you have shown in our vacancy for the post of Site Manager.

The Seckford Education Trust is a developing and forward thinking Multi Academy Trust. We are an ambitious community and recognise the impact of exceptional staff on the development of our positive and engaged team. We have an exciting opportunity for a suitably experienced and qualified individual to join our School.

Appropriate career development opportunities will be provided by the Trust. We are committed to achieving outstanding teaching and learning across all departments and are looking for practitioners to continuously engage in, and contribute to, their own and colleagues' professional development to the highest level. Our staff are extremely hard working, passionate and focused on ensuring that no child is left behind and all children succeed.

In this pack you will find the Job Description, Person Specification and Application Form. You will also find information about The Seckford Education Trust.

In addition you can access further information on the Trust website www.seckfordeducation.org.uk/vacancies

If you wish to discuss the post please contact the school on 01728 633910.

The closing date for applications is 9am on Friday 17 June 2022

Please submit your application to recruitment@seckfordeducation.org.uk.

As CEO of the Trust I believe that this is an exciting time to be joining our Trust and I very much hope that after reading the attached information, exploring our websites you will be motivated to submit an application. If that's the case, I look forward to receiving your application and once again many thanks for your interest in this post.

Mark Barrow
Chief Executive Officer



Trust Vision and Values

Our Vision

Inspiring, enabling and celebrating each and every young person's personal best.

Our Mission

To create an outstanding learning community for all.

Our Values

Integrity – We will always display honesty, trust, thoughtfulness and an unrelenting respect in all that we do.

Striving for Excellence – We will always respond to the emerging needs of our students, pupils and colleagues by seeking feedback on our personal performance and by taking ourselves out of our comfort zone.

Collaboration – We will work to break down silos and to ensure that all colleagues and all students benefit from new initiatives.

Determination – We will never knowingly allow ourselves or others to opt out in our drive to do the very best for our students and colleagues.

Empowering – We will always look to build confidence and strength in others by affording them the autonomy and independence they need in order to step up and to make decisions.

Our Strategic Objectives

Delivering consistent quality of education Building resilience, capacity and sustainability

Our Ethos

The ethos of all Schools in the Seckford Education Trust is founded on the '6Cs to Success'. The 6Cs are co-operation, commitment, community, confidence, challenge and celebration. These form the expectations we have of all our students in all that they do.

Find out more about the 6Cs here www.seckfordeducation.org.uk/why-we-are-different/our-ethos/

The Seckford Way

We believe in each and every young person

We believe that by putting the needs of our staff first, our students will be successful

We believe that every decision we take should be in line with our values and for the benefit of our students

We believe that you cannot just wish professionals and students to be better – you have to create the conditions for them to grow

We believe that every child deserves a Champion and that we can break down barriers to learning

We believe that we all have a professional obligation to improve as teachers

We believe in a culture of the possible; where we can all make progress beyond what anyone, including ourselves, could have imagined

We believe that great teaching is that which improves students' life changes and progress

We believe that an evidence-informed approach to curriculum design and teaching and learning helps us to identify what works best in the classroom

We believe that feedback should be timely and respond to the needs of the individual students so that they can actively engage with the feedback

We believe in working in partnership with all stakeholders

We believe in community

We believe in a truly all round education

Head of School welcome

Here at SET Saxmundham School we believe in each and every child.

We are an ambitious and yet small and caring school with big opportunities in mind for those who join us.

Our motto is 'inspiring, enabling and celebrating each and every young person'. Striving for excellence underpins everything we do and we aim to give our students an appetite for excellence in all that they do, equipping them with a set of lifelong skills which will enable them to succeed. We want our students to enjoy their school life, and be inspired to be inquisitive in their lessons whilst providing each of them with an academic challenge that enables them to realise their potential. We offer a curriculum that enables them to flourish academically and lays foundations for successful progression into post-16 education, training or employment.

We strive to teach students that learning yields a multitude of rewards if it is approached with rigour and enthusiasm. This is cultivated by an approach to learning that is student-centred and set in a stimulating environment. As important as academic success is, our aim is to develop the whole person through a range of clubs and activities which enrich the daily experiences of our students. Added to this is our commitment to build a supportive community that encourages a sense of social responsibility and develops within students a desire to become global citizens. Full details on our curriculum and our enrichment activities are available on our website.

At the heart of our success will be a strong and positive partnership between parents/carers, students, teachers and wider friends of the school. Our '6Cs to Success' underpin how we expect every member of our School community to approach learning and behaviour. To facilitate excellent communication we encourage open dialogue between home and School. To read more about our vision and ethos, please visit:

www.seckfordeducation.org.uk/why-we-are-different/vision/.

I hope this provides you with some insight into the life of our School and the founding Trust-wide principles from which we work; yet it cannot truly reflect all that we have to offer. If you like what you read do come and visit us. We look forward to offering you a warm welcome. In the meantime, I thank you for your interest in our School and I look forward to receiving your application.

Neil Philpott
Head of School

The Role

Site Manager

Accountable to: Trust Operations Manager

Job Purpose:

- Overall care, maintenance, safety and security of the school buildings, equipment and facilities.
- To provide practical support and assistance to students and staff to ensure their safety and welfare, as reasonably requested.

Main Responsibilities

Care and Maintenance

- Carry out routine planned care and maintenance tasks as set out in relevant schedules and programmes, e.g. fire alarm testing, water hygiene testing etc.;
- Undertake assigned cleaning duties not carried out by cleaners (e.g. emergency clean up or heavy duty cleaning duties such as sweeping outside areas, sealing and polishing floors, cleaning carpets etc.);
- Ensure continued provision of all heating, lighting and ventilation;
- Carry out urgent minor repairs and maintenance tasks as issues arise, or arrange for appointed contractor or SET to attend to where appropriate;
- Oversee work undertaken by appointed contractors in line with any service agreements, ensuring they comply with health and safety and security requirements of the school, escalating issues if necessary;
- Ensure health and safety requirements considered and followed in aspects of all work;
- Ensure all equipment and property is maintained and kept in good working order;
- Undertake opening and closing procedures for the site and buildings, ensuring all security measures are in place;
- Day to day supervision of cleaning staff to ensure required standards are met;
- Provide out of hours on call service as agreed;
- Ensure stocks are maintained for maintenance and cleaning consumables, ordering replacements as and when required in accordance with purchasing guidelines.

Health and Safety

- Carry out regular assessments to identify potential risks and hazards and ensure appropriate action taken to address;
- Ensure all H&S assessments are documented and records accurately maintained;
- Respond promptly to issues raised by staff in relation to health and safety issues;
- Keep up to date with relevant policies and procedures and ensure adherence to at all times;
- Be familiar with and adhere to COSHH requirements;
- As above for manual handling;
- Undertake regular checks as required to ensure fire regulations are met;
- Ensure appropriate training received before carrying out relevant tasks.

Support for Staff and Students

- Move furniture and other equipment as needed to meet the needs of the school;
- Assist teachers and staff as needed to erect or dismantle equipment and move materials or supplies;
- Provide necessary support for functions and events, collecting and delivering equipment etc. as needed;
- Deliver parcels between sites/departments;
- Ensure appropriate ordering and stock control of equipment and materials as assigned responsibility for;
- Work collaboratively with other staff both within the school, and in other Foundation and Trust locations, occasionally providing support elsewhere upon request.

General Responsibilities

Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Seckford Education Trust's Health and Safety Policy.

Child Protection/vulnerable adults statement

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the Trust's Child Protection Policy Statement at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head of School.

Brand values

Ensure your work, communication and approach conforms to the brand values and house style of the Trust and the wider Seckford Foundation.

Keep up to date, and comply with the Trust's Rules, Policies and Procedures at all times, as detailed on the School Intranet.

Qualifications and Experience

Essential

- Experience of caretaking / custodian role;
- Experience of general site maintenance;
- Experience of allocating work and supervising cleaning staff;
- Experience of operating cleaning equipment and completing cleaning tasks.

Knowledge, Skills and Abilities

Essential

- Ability to read and record written information accurately i.e. meter readings and Health and Safety information;
- Basic numeracy in order to maintain / operate stock control;
- Knowledge of Health and Safety, Manual Handling and COSHH Regulations;
- Ability to manage time effectively to complete tasks to a high standard;
- Broad, basic knowledge of DIY equipment and the ability to undertake straightforward, basic repairs;
- Able to work both alone and within a team;
- Basic painting and carpentry skills;

Desirable

- Knowledge of Security Systems.

Personal Qualities

Essential

- Ability to communicate with a wide range of people;
- Commitment to achieving high standards of cleanliness and hygiene;
- Calm, organised approach to work;
- Flexible approach to working pattern in order to provide support as required at functions/events or to cover unexpected callouts.

Information for Candidates

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason, although you may refer to the CV in the relevant section of the application form.

Interviews will be offered to those applicants who best demonstrate how:
Skills, abilities and experience match the person specification for the job description, and;
You evidence your commitment to the needs of the role and the Trust.

Any questions?

If you would like an informal discussion about any aspect of the role, or if you would like to arrange a visit please contact the school at saxmundham@seckfordeducation.org.uk.

Applying

If you decide to apply for the position, please return your completed application form (which can be found at www.seckfordeducation.org.uk/vacancies) and a formal letter of application by:

Email (preferable): recruitment@seckfordeducation.org.uk

Post: Recruitment Department, Seckford Education Trust, Causton Junior School, Maidstone Road, Felixstowe, Suffolk IP11 9ED

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided on the website.