



INFORMATION FOR APPLICANTS:

Site Manager at Willen Primary School, Milton Keynes



WELCOME TO WILLEN PRIMARY SCHOOL FROM THE HEADTEACHER, CARRIE MATTHEWS



Welcome to WPS! Thank you for taking the time to read this document and for showing an interest in our school.

At Willen Primary we are united in working towards one common aim: to provide MK children with the best quality education we can.

We believe that this journey starts with our talented staff. That is why we pride ourselves on creating a close, supportive team where every teacher is able to excel.

Boasting extensive grounds, local amenities, bespoke CPD packages, wonderful children and a close knit team, we believe that WPS is the place to be. Why not arrange a visit so you can see for yourself? Contact the school office (office@willenprimary.org) to book an appointment or for further information.



MILTON KEYNES

A GREAT place to live and work:

- 50 miles from London, 48 miles from Cambridge and with excellent network links
- Outstanding amenities including a theatre, world class shopping centre, water and winter sports facilities, Football Stadium and a thriving social scene
- More Parklands and green spaces than any other City in the UK
- Home to the MK Dons, Bletchley Park and the infamous concrete cows!

OUR SCHOOL

Built in 1988, Willen Primary School was created to serve the growing community of Willen and surrounding areas. Now welcoming children from across the whole of Milton Keynes, Willen Primary is a popular and well respected Primary school. With a capacity for 420 pupils from Year R-6 we serve a diverse and exciting community.

We are an Ofsted 'Good' school (November 2017) with the potential to be even better.

Our curriculum is bespoke to our children and our aim is for both teaching and learning to be exciting, relevant and enjoyable. With a healthy emphasis on the core curriculum and a commitment to learning through modern technologies, WPS children receive a broad and balanced education. A strong element of this is also our care for the children; highly trained staff ensure that our children are safe, happy and healthy throughout their time with us.

Our new Head (September 2017), Carrie Mathews has exciting plans for the school and its staff and is committed to their wellbeing in equal measure to the children. Staff recognition, birthday celebrations and staff social events are all standard examples of the 'Willen way'. This is such an exciting time for the school and there is no better time to join us!

THE POST

Site Manager

Salary: Grade E1 - 4 depending on experience

Hours: Full time 37 hours per week

Start Date: 01st February 2022

Responsible to: Headteacher

All responsibilities of a Site Manager are anticipated as part of these roles and in return, we will ensure that you are well supported. This includes providing any training that you feel that you would benefit from and also, an experienced and qualified mentor who will safeguard your wellbeing and success.

For the right person, I promise you it's going to be a fabulous job.

RECRUITMENT TIMETABLE

Friday 19 th November 2021	Advertisement appears : MK Website, school website
Friday 10 th December 2021	Closing date for applications (by 12 noon) <i>References will be requested at this stage</i>
Week Commencing 13 th December 2021	Interviews

JOB DESCRIPTION

“Willen Primary School is committed to safeguarding & promoting the welfare of children & expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers & the Criminal Records Bureau.”

Job role:	School Site Manager
Salary grade:	Grade E1 - 4 depending on experience
Accountable to:	Headteacher
Line management structure (current):	Head Teacher, School Business Manager

Purpose of job

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment

To supervise the work of other premises staff including cleaning staff and grounds personnel

To undertake cleaning duties

Key Objectives

1	Act as a designated key holder and be responsible for the school premises and be responsible for the routine and non-routine (emergency) opening and closing of the premises. To report trespass, theft or unauthorised parking of vehicles to appropriate person
2	Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required including arranging emergency repairs
3	Regular supervisory responsibility for work of other premises staff which may include line management responsibility
4	Contribute to the management of the premises budget and procure quotes for routine maintenance work on school premises
5	Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
6	Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
7	Ensure the operation and maintenance of specialised equipment following training for example swimming pools and sports/theatrical equipment

8	Undertake minor repairs to site, furniture and fittings (ie not requiring a craftsman) and maintenance of the buildings and site which may include handling small amounts of cash for the purchase of materials to carry out repairs
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Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Provide training on health and safety issues to other premises staff
- Procure quotes for routine maintenance work on school premises.
- Handle small amounts of cash for the purchase of materials to carry out repairs.
- Requires occasional short periods of physical effort such as bending and stretching and using tools and equipment.
- Work is occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, dirty or that involve some measurable physical risk

Work Profile

- Procure quotes for routine maintenance work on school premises
- Be responsible for other site staff including cleaning staff and grounds persons
- Arrange regular maintenance and safety checks
- Monitor consumables and stock and/order supplies
- Undertake general portage duties, including moving furniture and equipment within the school
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Facilitate lettings and carry out associated tasks, in line with local agreements
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Person Specification

Skills and Knowledge		Level		Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>	
Qualifications	No specific qualifications but evidence of trades certification etc may have particular relevance for some schools	X		A
Skills / Experience	Extensive hands-on experience of a wide range of maintenance / janitorial functions	X		A
	Experience of direct staff management and management of third-party contractors		X	A
Competencies		Level		Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>	A Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>	
Planning and organising work	Working within planning horizons as set by head teacher but likely to be minimum one year. Planned maintenance scheduling. Supporting school events. Emergency planning.		X	I
Planning capacity and resources	Budget management in conjunction with senior school management. Staff resource planning. Contingency planning (adverse weather etc)		X	I,R
Influencing and interpersonal skills	Managing contractors on site.		X	I
	Working co-operatively with teaching and other support staff.		X	I,R
Using initiative	Regular technical problem solving within appropriate limits. Dealing with day to day resource pressures and emergencies.		X	I
Working independently	Delegated responsibility for building security and safety. Reports to senior school manager(s)		X	I
Managing people	Manages cleaners, caretakers and other staff. Full HR responsibility		X	I
Managing resources	Responsible for premises management inc cleaning, maintenance. Contributes to estate planning.		X	I
	Maintains stocks of consumables		X	I
Managing risk	Health and safety awareness in all aspects of work.		X	I
Managing oneself	Awareness of opportunities for self improvement		X	I

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.