



Job Application Pack

Site Manager

Salary **Scale 6 (£24,313 to £26,317 per annum)**
Contract **Permanent, full-time, all year round**
Closing date **Wednesday 30th September 2020 at 9am**



A message from the Head of School

Thank you for your interest for the role of **Site Manager** at The Garibaldi School.

I am proud to be the Head Teacher of a school that truly cares about the students.

The Garibaldi School is judged to be Good by Ofsted in all areas, with high expectations, standards and aspirations of staff and students. We are constantly reflecting and refining our practice in pursuit of outstanding. The school is well considered in the local community.

Applications for places in Year 7 are regularly over our published admission number.

Our Mission Statement states that we:

“Create a supportive and caring learning community that gives all our students the confidence and opportunity to achieve and prepare them for a successful adult life.”

The school invests heavily in supporting and developing staff. There are a range of in-school and Trust CPD opportunities available.

Staff well-being and welfare are also strongly considered.

Over the last three years, the staff survey reports that 100% of staff say that “Garibaldi is a good place to work” and 100% say “They would recommend the school to others”.

Further details about the school can be found on the website www.garibaldischool.co.uk

Visits to the school are warmly welcome.

I look forward to receiving your application.

Yours sincerely

James Aldred
Head of School



Overview of the Trust

The Garibaldi School is a member of the Nova Education Trust. www.novaeducationtrust.net Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

Overview of the School

Our Ethos is based on three key words:

Pride Respect Achieve

The well-being and success of our students is at the centre of The Garibaldi School vision. The school is a safe environment where students can feel comfortable, well supported and confident.

We believe that it is our duty to develop the aspirations of our students and we encourage students to set high standards for themselves. As a result, targets are high and we expect high quality teaching and a personalised approach to learning to support our students to achieve.

Our students take pride in themselves and in being part of The Garibaldi School. We help students develop teamwork and leadership skills. Most importantly our students learn how to respect themselves and others. We are clear in a way that we expect our students to conduct themselves with all members of our community. Therefore, by the time our students leave, they have gained the skills, qualities and qualifications needed for a successful future.

Achievement

At The Garibaldi School we believe that examination success allows our students to make the very most of their lives coupled with extraordinary compassion and support.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications. As well as academic qualifications, we teach students the personal skills/characteristics required in life to be successful.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide every child with the very best educational experiences.



Should a student require additional support, The Garibaldi School provides a range of support services that will ensure every student's success, whatever their individual educational needs.

In 2018/19, the school was ranked as the best school in Mansfield and 6th best school in Nottinghamshire for its Progress 8 figure of +0.47.

The school is designated as a Leading Edge school in recognition nationally for the achievement of the students and our creative approaches to education.

Pastoral

We pride ourselves on the quality of care, guidance and support given to individual students. All students are treated as individuals who are well supported and nurtured over their time here.

All students have a mentor and a Student Services team to support and guide the students.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Mentors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as a first point of contact between school and home. There are regular updates of students' progress through termly reports and a Parents Evening.

Students' attainment and well-being is closely monitored, ensuring that they are recognised when they succeed but also supported when things are more challenging.

Curriculum

KS3

Year 7 and Year 8 students are taught a balanced curriculum of English, Maths, Science, Computing, Spanish, Music, Physical Education, Performing Arts, Art, Design Technology, Food Technology, Geography, History and PSCHE/Citizenship. Students are placed in sets for English, Maths and Science according to KS2 SATS results and this is reviewed regularly with standard assessments within core departments.

In Year 8, more subjects introduce sets based on standard assessments and prior learning from year 7.

Support for students with learning difficulties and disabilities (LDD) is provided by teaching assistants within mainstream lessons or as a targeted group based in the Student Support Department.

On some occasions, there is also a small amount of short term withdrawal targeted towards those individual students or small groups who most need it, delivered by a teaching assistant based in Student Support.

KS4

All students receive a core provision and study GCSEs in English Language, English Literature, Maths and Trilogy Science (double award). There is a core provision of PSCHE and PE. Students then choose 4 options which currently begin in Year 9 to study over three years. From 2020/21 GCSE courses will commence in Year 10 and will be studied for two years.

From September 2020, we will revert to a three year KS3 provision and a two year KS4 provision.

Staff Well-being and Welfare

The school contributes to the Westfield Health Scheme for all members of staff, which covers a range of services including dental care, optical care, health screening advice and 24 hour counselling services.

Teaching staff are eligible to join the Teachers' Pension Scheme and support staff are eligible to join the Local Government Pension Scheme.

All teachers receive a 10% reduction in timetable for planning, preparation and assessment.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.



Application details

Thank you for your interest in this vacancy at The Garibaldi School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

The online application form for this role is located on the current vacancies page of the school website www.garibaldischool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by the time and date specified on the front cover of this information pack.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The Garibaldi School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Job Description – Site Manager

LINE MANAGED BY: BUSINESS OPERATIONS MANAGER

Job Purpose

To work closely with the School Business Manager (or equivalent):

- Ensuring delivery of a safe and well-maintained school site.
- Working closely with the Senior Leadership Team and other support staff to ensure the school environment provides the best possible support for teaching and learning activity.
- Ensuring all legal and statutory certification is in place as directed by the law and the Nova Education Trust.

Responsibilities

The role falls into two main responsibility areas:

Health and Safety Management

This area requires the candidate to manage and monitor the day to day running of the school site in full compliance with legal and statutory requirements pertaining to the Health & Safety at Work Act 1975 and the Regulatory Reform (Fire Safety) Order 2002.

- Using the Nova Education Trust (The Trust) Estates Portal, ensure that all regular Health and Safety and Fire checks are undertaken and recorded in a timely manner.
- Using the Estates Portal, ensure that all statutory certifications and checks are recorded and remedial works/issues are actioned.
- Provide formal risk assessments as required by the school site.
- Managing and monitoring contractors to ensure safe implementation including compliance with H&S and safeguarding requirements on site.
- Work with line manager and Trust Head of Estates, review and then work within scope of H&S risk assessments, ensure safe working by self and contractors on site, and ensure the safety of others who may be affected by activities carried out on the site.
- Be responsible for arranging testing, and maintaining records to meet statutory regulations including, but not limited to, Portable Appliance Testing, fixed wire/gas safe, legionella, asbestos and fire checks.
- Ensure supplies and/or hazardous materials maintained on site are correctly stored and used in line with H&S requirements.
- Provide call out, open and close and essential health and safety checks.
- Comply with the policies and procedures of the organisation and wider trust and undertake regular training as required by the Senior Leadership team.

Site and Operations Management

- Have responsibility for ensuring an effective and efficient caretaking, cleaning and maintenance service is delivered across whole school.
- Line manage caretaking and cleaning staff
- Attend training and networking meetings as required by the Trust
- Ensure the security of premises and grounds including opening and locking up, responding to alarms and making the building secure if necessary in emergency situations out of hours.
- Ensure the ongoing maintenance of plant and equipment, Heating, air management and other key systems, and ensuring boilers and other key related equipment are serviced and maintained in accordance with regulations and Trust requirements

- Ensuring external grounds are kept clean, tidy and safe including emptying litter bins, cleaning drains, salting hard surfaces and moving snow as required
- Be the main point of contact for external lettings
- Ensuring external lettings are maintained in accordance with regulations and Trust requirements
- Completing, or as appropriate overseeing minor building works, including obtaining quotes where needed, agreeing budget with the Trust Head of Estates and school based line manager
- Planning and delivery (as agreed with the Trust Head of Estates and school based line manager) of proactive and reactive maintenance supporting repair, renewal and improvement of premises.
- Carry out caretaking and manual handling duties as required to ensure the needs of the school are met including moving furniture, equipment, setting out of spaces around the building for example.
- Undertake cleaning duties including glass and windows; removing graffiti; line managing the cleaning team as needed (where services are outsourced) to ensure that all areas, including classrooms, toilets, corridors and halls are clean and tidy at all times.
- Assist with the procurement of services as agreed with the Trust Head of Estates and school line manager, including maintenance contracts and small works, ensuring best value and compliance with financial regulations.
- Be available to attend in the evenings or weekends when necessary for extra-school activities/to ensure safety and security of site.
- Comply with the policies and procedures of the organisation regarding safeguarding and welfare of children.

Generic Requirements

- It is a requirement of all posts within the Academy that Health and Safety requirements are upheld in the performance of duties
- All employees of the Academy are required to uphold the Equality and Diversity Policy and the Academy's Code of Conduct
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the Trust.

Person Specification

Requirement	Essential	Desirable
Experience		
GCSE English and Maths at grade A*- D or equivalent	*	
Relevant trade qualification or craft skills	*	
2 years' experience of a similar role	*	
Practical skills – hands on maintenance skills	*	
Experience of working with children/young people within an educational context appropriate to the role		*
Experience of leading/supervising colleagues		*
Understanding of buildings systems and maintenance or willingness to train	*	
Skills and abilities		
Able to plan and prioritise own workload	*	
Able to work in a team and in collaborative partnerships	*	
Ability to use initiative and work with minimum supervision at times	*	
IT skills - the successful candidate will need to work with a building management system, and communicate effectively using email	*	
Ability to undertake manual handling tasks and to work at height both safely and within regulations		*
Ability to undertake repairs, painting and decorating tasks to a good standard	*	
Understanding of and ability to work with Health and Safety regulations and best practice - ability to undertake simple H&S risk assessments and manage H&S risks with legislation knowledge and COSHH		*
Skills and abilities - other		
A positive and flexible approach, open to challenges	*	
Customer focused	*	
Ability to maintain accurate records	*	
Good communication and interpersonal skills, able to engage with senior leaders and other staff effectively	*	
Committed, enthusiastic and willing to help others	*	
Willingness to take on and develop new skills to support performance in the role	*	
Equal Opportunities		
Commitment to equal opportunities and diversity in the performance of duties	*	
CPD		
Evidence of commitment to own professional development		*