



## Job Application Pack

### **Site Manager**

Salary: Scale 6 (£25,419 to £27,514 per annum)

Contract: Permanent, full-time, all year round

Closing date: Thursday 25<sup>th</sup> August 2022 at 9am

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## Letter from the Principal

Dear Applicant

Thank you for your interest in our recently advertised post of Site Manager at the Nottingham University Academy of Science and Technology (NUAST).

NUAST is a centre of Excellence in Science, Engineering and Computing/IT. We are a specialist academy teaching students aged 11-19 years old. Our aim is to ensure that young people who are passionate about STEM have opportunities to realise their maximum potential with us. We currently have 900 students. NUAST opened as a 14-19 school in 2014 and we took our first Year 7 cohort in September 2018. NUAST is well regarded within Nottinghamshire and is over-subscribed for entry.

The NUAST staff team is dedicated to ensuring that our strong and caring pastoral system encourages and supports our students to access the excellent specialised facilities and the unique opportunities available. NUAST has achieved excellent results and has firmly established a reputation for academic success.

Working at NUAST will be an exciting and challenging chapter in the career of any teacher. Along with the responsibilities associated with the position, the successful candidate will be responsible for helping to form the culture, ethos and working practices of the Academy at every level. Our OFSTED inspection graded us as Good overall and Outstanding for Sixth Form.

I look forward to receiving your application.

Yours sincerely



Robert White  
Principal

## Application Process

If you feel that you could contribute to the students and team at NUASt, we would welcome your application.

All applications need to be submitted online and can be accessed [here](#).

Wherever possible, please provide email addresses for your referees.

Please ensure your application arrives by 9am on the closing date of Thursday 25<sup>th</sup> August 2022.

Interviews for the role will take place on Tuesday 30<sup>th</sup> August 2022.

If you have not heard from us within five days of the close of application this means that you have not been successful on this occasion.

# About NUAST

## The Academy

NUAST is an 11-19 academy based in Nottingham offering the very best educational opportunities for our students.

With specialist teachers, specialist facilities and the unique opportunity to work with the University of Nottingham and industry partners at KS3, KS4 and KS5. NUAST offers our students specialist STEM teaching and a broad range of subjects that will support their future progress to further study or employment.

## Curriculum

Our curriculum balances specialist teaching in STEM with the other core subjects which students will need to get a place at a university or secure a good job or apprenticeship.

## The Academy Day

To ensure that NUAST can offer the broadest set of experiences for each of its learners, the academy operates an extended working day.

Starting at 8.30am, the academy's formal curriculum offer operates until 3.45pm Monday - Wednesday. Thursday sees student leave the Academy at 3.00pm with staff CPD taking place until 4.00pm. On Friday, school finishes at 2.15pm.

This extended day allows us to deliver our unique curriculum and provides students with the opportunities to access a wide range of enrichment activities.

## Pastoral Care

At NUAST student's well-being is of primary importance to us. As a small academy we can offer a high level of care and guidance. All students will have a learning mentor.

Mentors will guide and support students throughout their time at NUAST. In addition all students are offered specialist career advice with the support of our University and Industry partners.

In terms of behaviour, we have a very simple approach. Work hard and be kind.

## Industry Partners

From the very start, NUAST has had the support and guidance of some of the biggest industry names in engineering and information technology. Their knowledge and understanding of the skills and attributes required to become a future employee in their fields has guided the curriculum and helped shape the facilities.

As students learn and train at NUAST, they will have the opportunity to work with these companies alongside NUAST teaching staff. Students will leave NUAST fully equipped to

enter the world of work or higher education with an enviable set of experiences and contacts.

NUAST has many partners, some of which are listed below:

Rolls-Royce Siemens Toshiba XMA Esendex Experian

Employer engagement has proved to be invaluable. We seek to expand this to all areas of the curriculum.

## Education Partners

In addition, NUAST is sponsored by the University of Nottingham, which provides students with access to world-class research facilities and staff. The university will provide opportunities to develop academic experiences and knowledge.

Students wishing to pursue degree level courses will be given help and support when applying to university.

Finally, education provision is supported by the Nova Education Trust.

As education partners, the Trust deliver exceptional educational support with access to curriculum and pastoral groups, and support in areas such as safeguarding, Governance and other central service functions.

## Facilities

Housed in a purpose-built, iconic building, NUAST offers the most advanced GCSE and Post 16 facility for the teaching of science, mathematics, engineering and computer science in the local area.

Industry standard science, IT and engineering facilities are complemented by a full suite of teaching rooms covering all key English Baccalaureate subjects.

Having opened in Autumn 2014, the building is designed to provide our students with all the experiences they will need to enter higher education or industry. The building has been designed as a modern workplace: open, light and attractive with excellent catering, study and outdoor spaces.

NUAST is a remarkable investment in the young people of the East Midlands.

For more information about the academy visit: [www.nuast.org.uk](http://www.nuast.org.uk)





## **Job Description Site 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
<b>Experience</b>		
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	*	
<b>Skills and abilities</b>		
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		*
<b>Skills and abilities - other</b>		
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	*	
<b>Equal Opportunities</b>		
Commitment to equal opportunities and diversity in the performance of duties	*	
<b>CPD</b>		
Evidence of commitment to own professional development		*