

Heene Primary School



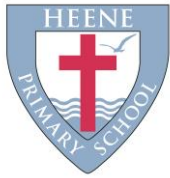
Job Application Pack - Site Manager

West Sussex NJC Grade 6 (£25,119 - £26,421) to grade 7 (£27,334 - £29,777) FTE, Pro rata for part time

From May 2024

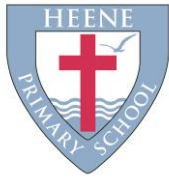
34 hours per week, full year round

Closing Date: Monday 22nd April 2024



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Letter from the Headteacher

Thank you for expressing an interest in a vacancy at Heene Primary School. On behalf of the whole Heene Primary School community, I extend you a very warm welcome.

We are blessed to be situated here in the heart of the central Worthing community. We have so much close by; our two churches (St Botolph's and St Matthew's) with whom we work so closely, our park opposite the school, local businesses, and the beach a short walk away.

Our vision is: 'Learning together, loving others, guided by God'.

We are a vibrant community where everyone is valued and where all talents are celebrated. Every pupil is unique and together we form a harmonious and vibrant school.

Our newly revised values are:

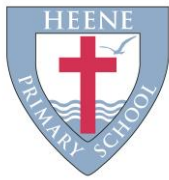
- **Kindness**
- **Confidence**
- **Resilience**
- **Ambition**
- **Curiosity**
- **Respect**

At Heene Primary School, we always put kindness first. We think this is a great rule for life.

These are the six values that we, the staff, and Governors, want to help your child develop during their time at our school. All our learning is linked to these values in some way.

Our newly created leadership team, and team of great teachers and support staff, are excited about the rapid improvements that we are making in our school now that we are part of the Diocese of Chichester Academy Trust. We are a happy school, improving rapidly each day.

Phil Matthews
DCAT Headteacher at Heene CE Primary School, Worthing



Advert

Salary	West Sussex NJC Grade 6 - 7
Location	Heene Primary School, Norfolk St, Worthing, BN11 4BB
Contract	34 hours per week, full year-round.

Heene Primary School is seeking are seeking to appoint an enthusiastic, motivated, and creative Site Manager who can contribute to the maintenance of the school building, grounds and learning environments. With a willingness and ability to work both independently and alongside premises staff at the Trust's other academies in the local area. This position will form part of the Trust-wide Estates and Facilities team.

The purpose of the role is:

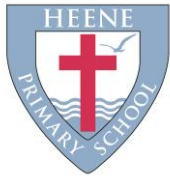
To provide full site management to Heene CE Primary School, to ensure that all aspects of the school site, both internal and external, are maintained to a high standard in regard to health and safety, security, and cleanliness. With direct responsibility for day-to-day repairs, refurbishments, and decorations of both a reactive and planned nature. To be pro-active in identifying and recommending of site and/or building improvements. All to be undertaken to ensure the whole School environment runs safely and efficiently and with safeguarding being key at all times.

The successful candidate will possess a range of building management, maintenance, DIY, caretaking and gardening skills. As Site Manager, you will ensure that the school environment is maintained to a high standard and your aim will be to deliver a quality service in a school where expectations are extremely high.

Flexibility and access to a vehicle are essential for this role.

No CVs please, application forms only.

Heene Primary School is committed to safeguarding and promoting the welfare of children and as such, any offer of employment would be subject to an enhanced DBS check, health checks and references.



Application Details

Thank you for your interest in the Site Manager vacancy at Heene Primary 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

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mr. Matthews, which clearly demonstrates your suitability for this role.

Applications can be submitted via email to hr@heenepriamry.co.uk

Application forms

These can be downloaded from the school website www.heenepriamry.co.uk/web/

Closing Date

Please ensure your application arrives by Monday 22nd April 2024

Interview:

Interviews for the role will be held during the week commencing Monday 29th April.

Further details will be shared with candidates that have been successfully shortlisted closer to the interview date.

Visiting

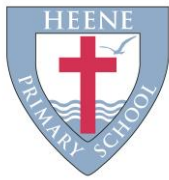
If you would like to visit the school prior to applying for the role, please contact hr@heenepriamry.co.uk

Location

Heene Church of England Primary School is conveniently located in the historic seaside town of Worthing. The school is a short walk away from Worthing train station. Travel direct by train in only 25 minutes from Brighton, approximately 30 minutes from Chichester and just over 50 minutes from Portsmouth.

Safeguarding

Heene Primary 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

Post: Site Manager

Location: The Heene Primary School, Norfolk Street, Worthing, BN11 4BB

Salary: Grade 6 (£25,119 - £26,421) to grade 7 (£27,334 - £29,777) FTE, Pro rata for part time

Hours: Part time 34 hours per weeks year-round (school holiday work patterns to be agreed (out of hours may be required))

Reporting to: Office Manager

Overall Purpose

To ensure that all aspects of the school site, both internal and external, are maintained to a high standard in regard to health and safety, security, and cleanliness. With direct responsibility for minor and day-to-day repairs, refurbishments, and decorations of both a reactive and planned nature. To be pro-active in identifying and recommending of site and/or building improvements. All to be undertaken to ensure the whole School environment runs safely and efficiently and with safeguarding and the School's Christian ethos being key at all times.

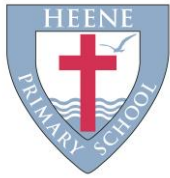
Duties and responsibilities

General duties

- Maintain the general school premises, furniture and fittings, and report any issues to school business manager
- Carry out portage duties, such as moving furniture and equipment around the school
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors
- Advise on site development projects and make recommendations on site use

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste.
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages.
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises.
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels



Security

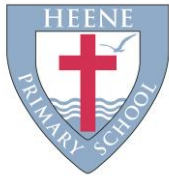
- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Advise the head teacher on all matters relating to school security and safety

Health and Safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Required to record information within the schools Health and Safety Management System (Handsam)
- Follow and ensure adherence with any statutory guidance and documentation, such as asbestos surveys and registers to ensure no breaches
- Carry out regular health and safety checks and record these on the schools health and safety system, including on legionella risk, play equipment, safety equipment, and any hazards on school premises
- Reports condition and any health and safety issues to appropriate colleagues
- Provide safe access to the school in cold weather conditions
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- To respect the confidentiality at all times of all matters relating to the school, pupils and staff
- Be aware of and support difference and help ensure all pupils have equal access to opportunities to learn and develop
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure contractors and external visitors comply with security and health and safety while on school premises
- To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school

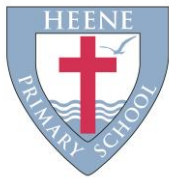


- This is not intended to be an exhaustive list, but a guide to the main responsibilities of this post. All appointed staff will need to be flexible in order to meet the changing needs of our school.

Safeguarding

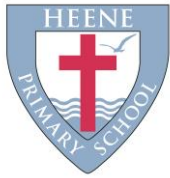
Heene Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to DBS checks, along with other relevant employment checks. Notwithstanding the details in this job description, the jobholder will undertake such duties as may be determined by the Head teacher from time to time, up to, or on a level consistent with, the principal responsibilities of the job.

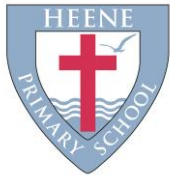


Person Specification

CRITERIA	DESIREABLE QUALITIES
Qualifications	<p>English and Maths GCSE/CSE or equivalent</p> <p>IOSHH training is desirable</p> <p>Level 2 Award in Support Work in Schools is desirable</p>
Experience	<p>Premises support</p> <p>Building maintenance</p> <p>Security, including alarm systems</p> <p>Cleaning work</p> <p>Some DIY</p> <p>Working in a team</p> <p>Working with contractors</p> <p>Maintenance work and repairs for the site</p>
Skills and knowledge	<p>Basic working knowledge of IT systems, such as email and office 365</p> <p>Good knowledge of health and safety regulations</p> <p>Ability to work flexibly, independently and as part of a team</p> <p>DIY skills</p> <p>Ability to plan, organise and prioritise</p> <p>Lead on health and safety and compliance across the school</p>
Personal qualities	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively</p> <p>Able to work flexibly and out of school hours as required Proactive</p>



Physical requirements	Be fit to carry out the duties of the job Able to carry out some manual handling and lifting Able to carry out work at high levels using appropriate equipment
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Overview of the Trust

Diocese of Chichester Academy Trust (DCAT) exists to provide a first-class option for schools choosing to become an academy. We currently have 25 schools making up our Trust, each maintaining its own unique character and identity, serving its own distinct community.

We consider, and our schools tell us, that one of the strengths of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, recourses to helping every child achieve their God-given potential, which is our Trust vision.

To support this, we have clear and stated aims. We aim to be a Trust in which:

- Developing the whole child means pupils achieve and maximise their potential
- Continued development of staff is valued and improves education for young people
- All schools are improving and perform above national expectations
- The distinct Christian identity of each academy develops and is celebrated