

Westfield Primary Community School



Vacancy: Site Manager



Vision for Westfield

Together we strive to:

Inspire a love for our community through mutual respect, teamwork and the shared belief that anything is possible

Create a learning culture which recognises potential, celebrates achievement and respects individuality

Nurture strong relationships in a safe and secure environment, where opinions are valued and kindness is the core

Job description

Job title: Site Manager

Salary: Grade 6 (£21,989-£24,447)

Responsible to: Headteacher/School Business Manager

Working pattern: 37 hours per week, full year. (24 days holiday + Bank Holidays)

Start Date: w/c 21st June (Negotiable)

Job purpose: Responsible for the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities under the direction of the Headteacher/Business Manager to ensure a secure, safe and hygienic environment for all building users. To organise and direct all cleaning staff, ensuring high standards of cleanliness and safety within the school.

Job context: The Site Manager is responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school to provide a safe environment.

The post is subject to some disagreeable working conditions as the post is required outside in bad weather, work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided.

This school is committed to safeguarding and promoting the welfare of our pupils. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Application deadline: Midnight, Monday 17th May 2021

Interview date: Friday 21st May 2021

Welcome to Westfield

Thank you for your interest in our vacancy. We hope the attached information will help you to decide whether to apply for the position of Site Manager at Westfield Primary Community School.

Westfield Primary is at the centre of its community and serves Acomb in the west of York. It is a vibrant place to work with a talented staff team who work together to achieve the best outcomes for our children. We believe positive relationships are at the heart of all we do and are the key to our successes as a school.

Our mission statement is where children come first and we would be delighted to welcome you to experience this first hand should you wish to visit the school.

If you would like to discuss this post further or request an application form please contact our School Business Manager, Lisa Palmer, as detailed below.

All successful applicants will be notified and invited for interview. All unsuccessful applicants are thanked for their interest but will not be notified.

Yours sincerely,

Lamara Taylor
Headteacher

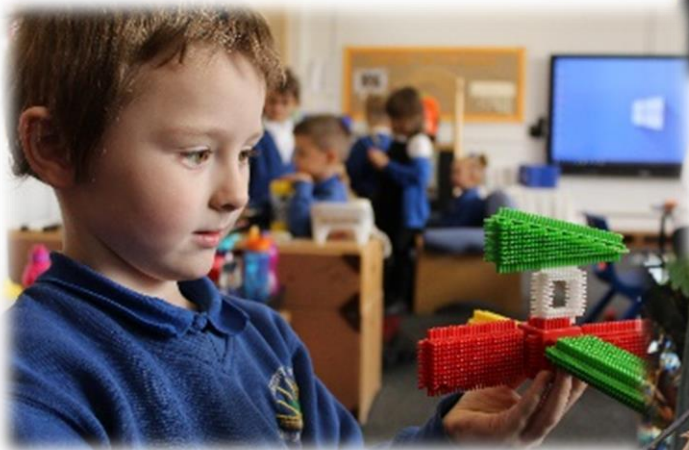
Tel: 01904 555295

Email: westfield.primary@york.gov.uk

Website: www.westfieldprimary.co.uk

Person Specification

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> • Working knowledge of health and safety procedures and regulations, e.g. COSHH • Fire safety measures • Good literacy and numeracy skills • Ability to use tools for making minor repairs • Knowledge of moving and handling procedures 	<ul style="list-style-type: none"> • Health & Safety Legislation and the practical implications
<p>Experience</p> <ul style="list-style-type: none"> • Experience of undertaking general cleaning and caretaking duties • Experience of carrying out repairs and maintaining equipment • Ensure safe storage of equipment and supplies and the keeping of appropriate records • Experience of dealing with contractors • Line Management experience • Experience of working as part of a team • Experience of operating premises-related mechanical, electrical, heating and water systems • Carrying out safety & security checks/tests e.g. fire alarm, heating, lighting, water • Key holder responsibility 	<ul style="list-style-type: none"> • Experience of day to day management of a site • Experience of supervising contractors and completing all relevant safety checks • Experience of ordering supplies and managing a budget
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Problem solving and planning skills • Ability to use own initiative • Self-motivated • Punctuality • Flexible approach • Attention to detail • Ability to manage time effectively to complete tasks to a high level. • Ability to work both alone and within a team to achieve specified standards • Good verbal communication skills • ICT skills • Ability to lead and motivate a team of staff 	
<p>Qualifications</p> <ul style="list-style-type: none"> • NVQ level 3 or equivalent level of experience in order to gain the necessary skills 	<ul style="list-style-type: none"> • Craft qualification e.g. joinery, electrical
<p>Other Requirements</p> <ul style="list-style-type: none"> • Ability to carry out general caretaking and cleaning duties as detailed in the Job Description. • Ability and availability to work outside of core hours • Enhanced DBS clearance 	



Thank you for your interest in our school