



The
3-18
Education
Trust

Applicant Information Pack

Site Manager



Respect - Resilience - Success



Information about our School

Thank you for the interest you have shown in our school. I am proud to be the Headteacher of The Thomas Adams School, a successful co-educational community school, sixth form and boarding house in the centre of Wem. Established in 1976 and with a strong history dating back to 1650, we provide quality teaching and learning for our 1200 students, aged 11 – 18 years old. Thomas Adams is now a member of the 3-18 Education Trust, a collaboration of successful schools in Shropshire, all with the same goal of excellence in education.

We have two main sites on our 30 acre campus in Wem, a small rural market town. Although many of our students live in Wem, our extensive transport links allow students from across North Shropshire to access our excellent provision. Our Lowe Hill buildings cater for years 7 – 11, providing excellent facilities for all curricular areas. At our Noble Street site, we have our Sixth Form, housed in the attractive grammar school building. We also have our thriving boarding provision, Adams House, which accommodates students from throughout the UK and overseas.

Large enough to offer choice and opportunity, we pride ourselves on seeing all students as individuals, providing a quality pastoral care throughout a student's academic journey with us.

The school is renowned for its Music, Drama and Sport. We have specialist centres for all of these subjects, with full performance facilities. We also have a multi-use sports centre and extensive playing fields, along with additional facilities including; tennis courts, basketball courts, hard surface play areas and many pitches for team games. We encourage all students to engage and get involved in our extra-curricular programme, be that a member of the sports team, working towards their Duke of Edinburgh award or taking part in the many educational or leisure trips on offer.

We are committed to continuous professional development for all our staff and foster open, professional and respectful relationships. Our staff well-being and happiness is paramount as we see them as our greatest asset.

Please visit our website <https://thomasadams.net/> for further information.

You can also find out the latest news via our social media pages

 <https://www.facebook.com/ThomasAdamsWem>

 <https://www.instagram.com/thomasadamswem/>



Mark Cooper, Headteacher

Our Vision

Outstanding education and care that will allow every young person to reach their potential, regardless of their starting point: life opportunities

Information about the Trust

Thank you for expressing an interest in working within our Trust. Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School (which acts as the lead school in our sponsoring MAT) and St Martins, a 3-16 school in North Shropshire. In July 2017, we were joined by Coleham Primary School, a 4-11 school in Shrewsbury. In March 2020, Thomas Adams, an 11-18 co-educational community school, sixth form and boarding house in the centre of Wem joined the Trust.

The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

“The value of the individual, the benefit of the team”

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we look in turn to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

Benefits of working at Thomas Adams School, part of the 3-18 Education Trust

- Attractive, open air site
- Development and career opportunities available across the Trust
- Employee Assistance Programme (access to free financial, legal, health, counselling advice)
- Member of the Valued Worker Scheme (accredited to the Trust by NASUWT, Unison and GMB)
- Disability Confident Employer
- Cycle to Work Scheme
- Canteen with freshly cooked menus each day

Teaching School Hub

The Trust has Teaching School Status, with The Priory School, Shrewsbury being selected to provide high-quality professional development to teachers and leaders and has recently become a Teaching School Hub; this provides development opportunities for any future applicant.



Michael Barratt, Chief Executive Officer, 3-18 Education Trust

Job Description

Title of Post	Site Manager
Grade and SCP	Grade 8 (SCP 19-22)
Post Status	Permanent
Accountable to	Business Manager



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Main Purpose

Under the direction of the Headteacher / Business Manager take responsibility for management of the school site and associated facilities, and the management and development of specialist site services within the school. Manage other site staff, including allocation and monitoring of work and performance appraisal. Oversee external contractors working on site.

Duties and responsibilities

Operational Tasks

- Manage specialist premises function
- Undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism / arson
- Allocation and monitoring of work
- Lead the site team, involved in planning and budget responsibilities
- Lead on discrete areas within an agreed system of supervision
- Manage maintenance, security and facilities systems on school sites and premises
- Contribute to the planning, development and monitoring of premises services and supervision, training and appraisal of caretaking
- Arrange for regular security checks to be undertaken and advise on how security risks can be minimised
- Manage fire safety equipment provision and significant involvement with scheduling of fire drills
- Manage provision of alarm systems and surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Oversee the activities of external contractors on-site, and monitor and report on associated budgets
- Make arrangements for effective response to emergency call out

Maintenance

- Arrange service and maintenance tenders
- Manage routine maintenance, repair schedules and specialist repairs
- Supervise maintenance contractors and undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Ensure that heating and lighting systems are maintained and operated
- Provide emergency access to the school site
- Undertake specialist cleaning tasks
- Coordinate deliveries to the school site
- Monitor performance of service contractors and record performance against specified standards
- Undertake budget monitoring & prepare costed plans for repairs / maintenance and building activities as required
- Commission the maintenance and upkeep of specialist sports equipment

Resources Tasks

- Take a lead role in planning, development and organisation of systems / procedures / policies
- Manage records, information and data, producing analysis and reports
- Be responsible for the creation and maintenance of a purposeful, orderly and productive working environment
- Be responsible for timely and accurate preparation and use of specialist equipment / resources / materials
- Promote and ensure the health and safety of students, staff & visitors at all times

Organisation & Managerial Tasks

- Be responsible for ensuring the maintenance / quality / safety of specialist equipment
- Demonstrate and assist in the safe and effective use of specialist equipment / materials
- Provide highly specialist advice and guidance as required
- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Management and supervision of lettings including premises, lettings and associated income, building and projects etc.
- Manage Health and Safety risk assessments and dissemination and compliance with Health and Safety policies and procedures
- Manage a team of in-house site support staff
- Liaise with outside contractors such as cleaning, catering and grounds maintenance
- Take a lead role in recruiting site staff and in managing associated employment procedures
- Attend appropriate meetings, e.g., Safer Schools Group
- Undertake induction / appraisal / training / mentoring for site staff

Other Responsibilities

- 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
- Be aware of and comply with safeguarding responsibilities as outlined in the school’s Staff Code of Conduct and related policies and procedures
- Be aware of and comply with data protection responsibilities as outlined in the school’s Staff Code of Conduct and related policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

The postholder may be required to carry out any other duties that the Headteacher feels are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed _____ Date _____

Headteacher

Signed _____ Date _____

Name _____

Postholder

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> N/SVQ Level 4 HND/Degree in relevant discipline or appropriate experience at senior level 	
Work or relevant experience	<ul style="list-style-type: none"> Several years' experience of working in a relevant discipline i.e. senior caretaking / site keeping experience in a school or similar environment Management / supervisory experience 	
Knowledge and Understanding	<ul style="list-style-type: none"> Full working knowledge of relevant policies / codes of practice / legislation Knowledge of health and safety procedures and precautions Knowledge of COSHH regulations Awareness of health and hygiene procedures Use of appropriate specialist equipment / resources. Knowledge of moving and handling procedures Managerial skills Ability to organise, lead and motivate a team Ability to self-evaluate learning needs and actively seeks learning opportunities 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> Sufficiently fluent in spoken English to ensure effective performance in the role Good communication skills and ability to relate well to young people and adults Good literacy and numeracy skills Good organisational skills The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children Evidence of leading a team 	<ul style="list-style-type: none"> Good ICT skills Ability to train, supervise and develop other staff
Personal Qualities	<ul style="list-style-type: none"> A commitment to getting the best outcomes for the school Commitment to maintaining confidentiality at all times 	

	<ul style="list-style-type: none">• Commitment to safeguarding student's wellbeing and equality• Ability to bring to the role, initiative, enthusiasm and commitment• Flexibility and reliability• Willingness to develop skills with further training	
Special Conditions	<ul style="list-style-type: none">• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.	



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The Thomas Adams School

Low Hill, Wem, Shropshire, SY4 5UB. Tel: 01939 237000

Email: enquiries@thomasadams.net

Site Manager

Grade 8, £25,841 to £27,041 per annum

37 hours per week, all year round

Permanent, subject to a six month probationary period

Required from October 2021

We are looking for a practical, well-organised person who is capable of managing a small team. The person appointed will play a key role in managing the safety and appearance of the school site in order to provide a safe and secure teaching and learning environment.

Applicants should have good communication skills and the ability to build effective working relationships. The ideal candidate will have experience in Caretaking/Site Management. Experience in a skilled trade would be an advantage.

An Applicant Pack and Application Form can be found on our website <https://thomasadams.net/contact>

or contact Mrs Belinda Howells at bjh@thomasadams.net

Closing date for applications is Monday 27 September 2021

Interviews will be held on Wednesday 29 September 2021

The Thomas Adams School is part of The 3-18 Education Trust, a Multi-Academy Trust which works collaboratively to provide a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.