

The **GALLERY TRUST**

A community of special schools



**Site Manager
Candidate Information Pack
2025**

Thank you for your interest in the post of Site Manager at Springfield School.

Springfield School is a special school for primary age children who have been identified as having Severe or Profound Learning Difficulties. We currently have 116 children on roll and all our pupils have an Education, Health and Care Plan (EHCP). Our curriculum offers pupils engaging, enriching, and meaningful opportunities enabling them to develop their independence, communication, skills for learning and life.

We believe in creating opportunities for both pupils and staff to succeed in their own goals. It is essential for us to work closely with parents, carers and other professionals to promote support for everyone and sharing of good practice.

We strongly believe in the benefits of integration and inclusion to all and as such our Early Years and Primary classes are co-located with Madley Brook Community Primary School in a uniquely integrated and purpose-built site. Our secondary pupils are also located in a purpose-built building on the Wood Green Secondary School site. We work hard to promote inclusive activities with our partner schools and the wider community.

The school is seeking an inspirational and dynamic Site Manager who can meet the needs of this vibrant and diverse community.

Springfield School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With seven academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this opportunity before you submit your application, you will be most welcome.

Thank you again for your interest and we look forward to hearing from you.

Zama Mbatha
Executive Headteacher

Mrs Bex Holmes
Associate Headteacher

**Site Manager
Grade 9**

**Actual Annual Salary: £27,437 to £29,796 (£32,076 to £34,834 full time equivalent)
20 hours per week, 52 weeks per year**

To start as soon as possible

Springfield School wishes to appoint a Site Manager who will demonstrate the skills and abilities to manage and organise the school's Secondary site and facilities to the highest standards, ensuring that staff, students and visitors are safe and secure at all times. The Site Manager will demonstrate a range of operational and management skills and will work flexibly to meet the school's needs. The successful candidate will have professional experience in a site management role and will welcome the opportunity to develop their career.

At Springfield School, we are striving towards excellent practice and are on a continuous journey of school improvement. We make respectful relationships with our students through our understanding of their special educational needs, via assessment of their skills and abilities and carefully planning next steps for them. We are a warm and caring community, dedicated to equipping pupils with the understanding, skills and knowledge they need to succeed.

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for. In return for your contribution to our team, you will work in an environment which is innovative and, in a rewarding, and fulfilling role. We will provide you with induction and training, and the opportunity to join the Local Government Pension Scheme, one of the largest public sector pension schemes in the UK.

Application Process

The closing date for the receipt of completed applications is 5pm on Monday 8th Sept 2025.

To apply for this post please submit an application form to
Recruitment@Springfieldwitney.co.uk

If you have any issues or require any guidance on how to apply, please email
Recruitment@Springfieldwitney.co.uk

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.



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The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, opening date to be confirmed
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)
- The Gallery (resource base for mainstream students)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

Job Description Site Manager Springfield School

Responsible to: School Business Manager

Job Purpose:

To assist and support the School Business Manager, the Head Teacher and other members of the leadership team and teaching staff in providing high standards of teaching and learning facilities across the school site and to ensure that the school meets its statutory health and safety requirements.

Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all duties and responsibilities shown below will be under the reasonable direction of the Head Teacher and School Business Manager. The Head Teacher/School Business Manager will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed at least annually.

Key Responsibilities

- To ensure that the ongoing and future needs of the school are met in terms of site, property, assets, facilities and Health and Safety.
- To ensure that the school premises are cleaned to the approved specification
- To take overall responsibility for school security and day-to-day maintenance issues.
- Day-to-day management of the site, ensuring that staff, students and visitors are safe and secure at all times.
- To liaise and maintain relationships with suppliers, contractors and hirers of the school and deal with any problems as they arise.
- Supervision and monitoring of contractors, ensuring that contracts are carried out in accordance with specifications and liaising whilst contractors are on site.
- Ensure compliance with statutory and best-practice health and safety legislation and requirements.
- Maintenance of accurate records, information and data.
- Provision of reports, analysis of data and information.
- Working constructively as part of a team, understanding school's roles and responsibilities, and fully participating in the life of the school.
- Attendance at meetings.
- Member of the School's Critical Incident and Emergency Team.

Site Management

- Use of approved suppliers when possible and following the school's policies on procurement best value practices when awarding contracts, in consultation with

- the School Business Manager (SBM).
- Maintenance and review of service contracts, including cleaning and security contracts, in consultation with the SBM.
- Monitoring the performance of contractors and addressing areas of concern.
- Maintenance of school premises to highest possible standards.
- Carrying out or arranging planned and reactive maintenance and repair works.
- Maintenance of premises and school asset registers.
- Efficient management of the heating systems, and most efficient operation of lighting, plumbing and other services.
- Promotion of sustainability.
- Maintenance of site security including responding to emergency call outs, liaison with police and surveillance contractors
- Moving of furniture and deliveries
- Undertake emergency cleaning duties when necessary, including specialist cleaning tasks.
- Dealing with emergency situations rapidly and effectively
- Carrying out specified procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Overseeing and arranging all other cleaning which does not fall within the contractual arrangements e.g. window cleaning.
- Liaising with the cleaning contractor supervisor, as necessary, to maintain standards, keeping the SBM informed of any breaches to contract.
- Supporting the organisation of School events and activities
- Arranging the disposal of any redundant furniture and equipment in accordance with the Gallery Trust procedures.

Vehicles

- Management and organisation of the school's vehicles, complying with legislation and safety guidance, organising maintenance and repairs.
- Driving the school vehicles when directed for maintenance purposes and school trips and visits.
- Ensure vehicles are kept clean and reflective of the school image at all times.

Security

- Registering as a key holder and being a point of contact in an emergency call out situation.
- Be responsible for ensuring routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
- Alerting the SBM to any risk to a breach of security.
- Contact and direct the appropriate services in the event of emergencies e.g. fire; flood; break-in; vandalism; accident.
- Ensuring that the intruder alarm and the CCTV are kept in good order and maintained regularly.
- Unlocking and opening the school site each day and overseeing the closing and locking of the site each day

Grounds Maintenance

- Managing and overseeing the contracted grounds maintenance company.
- Ensuring that playgrounds, paths and driveways are in a satisfactory clean condition and free from litter, leaves and other hazards.

- Overseeing landscaping maintenance.

Lettings

- To be available to facilitate out of hours lettings and community use by arrangement with the SBM
- To ensure that buildings are locked and unlocked for lettings, including general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.

Health and Safety

- Up to date knowledge of legislation
- Liaison with Estates Director
- Inducting new staff and providing training to all staff
- Maintenance and testing of plant and equipment including fire equipment, water testing etc and ensuring results are recorded appropriately.
- Oversee electrical testing and maintain appropriate records
- Compliance with legislation, precaution and prevention measures, evacuation in connection with fire safety
- Emergency and contingency planning
- Undertaking and reviewing Risk Assessments
- Regular inspections to identify any risks, and addressing risks rapidly
- Preparing for Health and Safety inspections, and responding to findings

General

- Be aware of and support difference, and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos and aims of the school
- Provide advice and guidance to staff and others on complex issues
- Develop constructive relationships and communicate with other agencies and professionals
- Participate in training and other learning activities and performance development as required
- Share expertise and skills with others
- Recognise own strengths and areas of expertise and use these to advise and support others
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to a relevant person.

The Site Manager is based at Springfield School. However, facilities staff can be deployed across the schools in the Trust in response to short term needs and must be able to travel, hold a valid driving licence and have access to a vehicle.

Selection Criteria

	Essential	Desirable
Professional Qualifications	Willing to undertake appropriate training (First Aid, Team Teach, Fire Marshall, Safeguarding etc)	Health and Safety professional qualification First Aid qualification
Experience & Knowledge	Experience of management of Health and Safety Knowledge of relevant Health and Safety legislation Experience of Site Management Experience of liaising, supervising and monitoring contractors and suppliers	Experience of working in an educational establishment Experience of participating in site-related meetings Experience of preparing Risk Assessments
Skills & Attributes	Good communication and interpersonal skills Organisational and administrative skills Good literacy and numeracy skills Ability to work on own initiative and within a team Knowledge of a range of IT packages including Microsoft office and Google Responsive and flexible attitude Full Driving Licence Ability to respond to emergency call outs at evenings and weekends A commitment to the aims of the trust and to contributing to the school community Ability to relate to and work with young people and a wish to work with students with Special Educational Needs and Disabilities	First Aid Trained

	<p>Ability to remain positive and enthusiastic, including when under pressure</p> <p>Strong commitment to raising standards</p> <p>Be willing to undertake pool plant training.</p>	
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