The GALLERY TRUST

A community of special schools

Trust Site Manager Northern House Academy

Candidate Information Pack

December 2021

Thank you for your interest in the post of Trust Site Manager at Northern House Academy.

Northern House Academy is a special school for primary age children who have Social, Emotional and Mental Health difficulties. We currently have 86 students on roll and all our pupils have an Education, Health and Care Plan (EHCP). Based in Summertown, Oxford, the Academy has 50 members of staff who are committed to improving the outcomes of our diverse and dynamic student community.

Northern House Academy is a member of The Gallery Trust, an expanding Specialist 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 six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

The Gallery Trust is seeking a Trust Site Manager who can demonstrate excellent skills in site management and organisation. The successful candidate will have previous site management experience and will demonstrate flexiblity, enthusiasm and a commitment to becoming an integral part of the school community.

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

Ricky Stevens Associate Head Teacher Bex Holmes Head of School

Trust Site Manager Assigned Home School: Northern House Academy

Contract Type: Full time, permanent (37 hours per week, 52 weeks per year) Salary Type: Grade 9 SCP 23 to 26 Salary Range: £27,741 to £30,451

Northern House Academy is a special school for primary age children who have Social, Emotional and Mental Health difficulties. We currently have 86 students on roll and all our pupils have an Education, Health and Care Plan (EHCP). Based in Summertown, Oxford, the Academy has 50 members of staff who are committed to improving the outcomes of our diverse and dynamic student community.

We wish to appoint a Trust Site Manager who will demonstrate the skills and abilities to manage and organise the school site, ensuring that staff, pupils and visitors are safe and secure at all times. The Trust Site Manager will demonstrate a range of operational and management skills and will work flexibly in order to meet the Academy's needs. The successful candidate will have professional experience in a site management role.

Application process

To apply for this post, please download an application form and job pack from our website: <u>https://thegallerytrust.co.uk/recruitment/current-vacancies/</u> If you have any questions on the school or the role, please telephone 01865 747606 or email application@thegallerytrust.co.uk

Please submit your application form by email no later than **5pm on Sunday 9th January 2022** to application@thegallerytrust.co.uk or by post to Recruitment, The Gallery Trust, c/o Northern House Academy, South Parade, Oxford, OX2 7JN.

Interviews to be held on the 13th January and 14th January 2022.

Please ensure you detail any gaps in employment, and use the person specification and selection criteria 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 on their own, but by all means include one with your fully completed application form if you wish. If you are shortlisted, we will take up written references before your interview so please provide permission for this along with 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 or Trust, must include your current Head Teacher or Trust Executive.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and require all staff to share this commitment. The successful candidate will be subject to an Enhanced Disclosure check from the Disclosure and Barring Service (DBS), and Occupational Health check. The Gallery Trust is an equal opportunities employer and we welcome applications from all ethnic and community backgrounds.



A community of special schools

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:

The GALLERY TRUST

- 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 Specialist Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2024
- 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 Trust's vision is to continue to consolidate our recent growth by securing effective systems that deliver school improvement through all academies whilst continuing 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 Trust Site Manager, Assigned home school Northern House Academy

Responsible to: Deputy Estates Manager

Job Purpose:

To assist and support the Head Teacher and teaching staff in providing high standards of teaching and learning across the curriculum and to promote the school's vision and ethos.

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 Line Manager. The Headteacher/Line 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 academy 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, pupils 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.
- Management of the site team, ensuring adequate cover in the event of holiday or sickness absence. Carrying out performance management and ensuring that staff receive appropriate and adequate training. Ensuring effective and efficient deployment of staff.
- Maintenance of accurate records, information and data.
- Provision of reports, analysis of data and information.
- Working constructively as part of a team, understanding academy roles and responsibilities, and fully participating in the life of the academy.
- Attendance at meetings.
- Providing training to staff.
- Member of the academy's Critical Incident and Emergency Team.

Site Management

• Use of approved suppliers when possible, and following the academy's policies on procurement best value practices when awarding contracts, in consultation with the Deputy Estates Manager and School Business Manager (SBM).

- Maintenance and review of service contracts, including cleaning and security contracts, in consultation with the Deputy Estates Manager and 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 in consultation with the Deputy Estates Manager and SBM.
- 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
- Organisation of and participation in the moving of furniture and deliveries
- Undertake emergency cleaning duties when necessary, including specialist cleaning tasks and graffiti removal
- 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 eg: window cleaning.
- Liaising with the cleaning contractor supervisor, as necessary, to maintain standards, keeping the SBM informed of any breaches to contract.
- Setting up chairs as required for assemblies and whole school events.
- Arranging the disposal of any redundant furniture and equipment in accordance with the Gallery Trust procedures, in consultation with the Deputy Estates Manager and SBM.

Vehicles

- Management and organisation of the academy's vehicles, complying with legislation and safety guidance.
- Driving the school vehicles when directed for maintenance purposes and school trips and visits.
- Covering school taxi runs when required, in the locality of the school.
- To support the SBM with the management of the school taxi rota.
- Ensure vehicles are kept clean and reflective of the Academy 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 Deputy Estates Manager and 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 for overseeing the closing and locking of the site each day

Grounds Maintenance

• Managing and overseeing the contractual grounds maintenance company.

- Ensuring that playgrounds, paths and driveways are in a satisfactory clean condition and free from litter, leaves and other hazards.
- Attention to flowerbeds and occasional watering.

Lettings

- To facilitate out of hours lettings of Academy premises by arrangement with the Deputy Estates Manager and 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 Health and Safety Link Governor and Gallery Trust Estates & ICT Manager.
- 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 Contribute to the Academy's online risk register

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 other 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.

Trust Site Managers have an assigned 'home' school. The home school for this position is Northern House Academy, however, Trust Site Managers can be deployed across the Trust in response to need on short term or long-term placements and must be able to travel, hold a valid driving licence and have access to a vehicle.

Selection Criteria Site Manager

Qualifications and traini	ng	
	Essential	Desirable
Health and Safety professional qualification		X
First Aid qualification		X
Willing to undertake appropriate training (First Aid,	Х	
Team Teach, Fire Marshall, Safeguarding etc)	A	
Experience and knowled	lge	
Experience of management of Health and Safety	Х	
Knowledge of relevant Health and Safety legislation	Х	
Experience of site management	Х	
Experience of liaising, supervising and monitoring contractors and suppliers	X	
Experience of working in an educational establishment		x
Experience of line management		X
Experience of managing lettings		X
Experience of managing a vehicle fleet		X
Experience of providing training		X
Experience of participating in site-related meetings		X
Skills and Attributes		
Good communication and interpersonal skills	Х	
Organisational and administrative skills	Х	
Good literacy and numeracy skills	Х	
Excellent ICT skills to support the new school site	Х	
Ability to work on own initiative and within a team	Х	
Responsive and flexible attitude	Х	
Full driving licence	Х	
Ability to support extended use of premises at evenings and weekends	X	
Ability to respond to respond to emergency call outs at evenings and weekends	X	
Ability to commence work at 7am to unlock site	Х	
A commitment to the aims of the academy and to contributing to the academy community	Х	
Ability to relate to and work with young people	Х	

December 2021