



The **GALLERY TRUST**



A community of special schools

**Trust Site Manager  
Orion Academy**

Candidate Information Pack

February 2022

**Trust Site Manager**  
**Assigned Home School: Orion Academy, Oxford**

**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

We wish to appoint a Trust Site Manager who will demonstrate the skills and abilities to manage and organise the Orion Academy school site, ensuring that staff, students, visitors and other site users 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.

Our new Site Manager will play a pivotal role in the continuing development of Orion Academy, as it settles into its brand new, state of the art buildings on the outskirts of Oxford and continues to expand its pupil numbers. Orion Academy currently has 88 students on roll, with 40 members of staff who are committed to improving the outcomes for our diverse and dynamic student community. All students have an Education, Health and Care Plan.

You will be committed to enriching and improving the lives of young people with Special Educational Needs and Disabilities, and to promoting their welfare.

In return, we can offer you the opportunity to:

- Be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our pupils
- Participate in high quality professional development opportunities which are tailored to your needs
- Develop your career in an expanding and successful organisation
- Work collaboratively with schools across the trust, and with the central trust team
- Receive comprehensive support in your role from the trust central site team
- Work in a new school building which is an exciting and innovative environment, with free parking, located within a short drive of oxford's ring road
- Contribute to the local government pension scheme, the largest public sector pension scheme in the UK
- Enjoy generous employment terms and conditions, based on the National Joint Council Local government 'Green Book'

## Application process

To apply for this post, please download an application form and job pack from our website: <https://thegallerytrust.co.uk/recruitment/current-vacancies/>

Please submit your application form by email no later than **5pm on Sunday 27th February 2022** to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) or by post to Recruitment, The Gallery Trust, c/o Northern House Academy, South Parade, Oxford, OX2 7JN.

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.





## **Welcome from the Head Teacher, Orion Academy**

Orion Academy provides education for secondary aged students with a range of Special Educational Needs and Disabilities, including Autistic Spectrum Disorder, Social, Emotional and Mental Health Needs, and Cognition and Learning Needs on its site on the outskirts of Oxford. The Academy moved into new, state of the art, buildings in September 2021. The new facilities offer a wide range of exciting curriculum and vocational opportunities to learners, and a fantastic environment in which to work.

Orion Academy is part of The Gallery Trust's growing community of special schools alongside Iffley Academy, Bardwell School, Mabel Prichard School, Northern House Academy, Springfield School and Bloxham Grove Academy. Bloxham Grove Academy is currently in the pre-opening stage and will open in 2023/2024. The Trust is also in the planning stage for an additional new free special school in the South or West of the county.

All students who attend Orion Academy have an Education, Health and Care Plan, which describes their special needs and drives their educational provision.

Orion Academy currently offers places to 88 students, and the roll of the school will rise steadily over the next three years to cater for 108 students, aged from 10 to 18 years. Students attend from throughout the county, and transfer from our SEND feeder school, Northern House Academy, and from mainstream primary and secondary schools.

Students are taught through a differentiated and bespoke curriculum designed to enhance academic and social development, with a strong emphasis on independence skills. Classes are grouped into stage, not age, allowing innovative and creative approaches to teaching and learning, and are taught predominantly by a class teacher, supported by additional class adults. The Academy provides support for the social and emotional needs of students through a qualified and skilled therapeutic team, underpinned by a Trust pastoral support team. The offer to students is enhanced by additional specialist therapies and interventions, which include Digby, our lovable therapy dog! Please visit our website for more information.

Thank you for your interest in Orion Academy. This is an exciting time to join our school and The Gallery Trust and we look forward to receiving your application.

Lynne Smith  
Head Teacher

# The GALLERY TRUST

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:

- 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: Orion 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. This role will work with the Academy's Site Manager, forming a team. This role will be task managed by the delegated representative of the Head Teacher.

**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.
- Support the operation, management and promotion of Community Use within the appropriate policies and Community Use Agreements

## 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.
- Management of lettings, including management of procedures and documentation locking up, opening and meeting the needs of hirers.

## 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 Orion 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**

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

**February 2022**