



ADVERT

Job Title: Site Manager

Place of Work: Wimborne First School

Accountable to: School Leader

Salary: Grade 9 - £29,777 FTE to £33,945 FTE per annum
£30,195 - £34,401 Actual Salary

Hours: 37.5 hours per week, Monday to Friday: 52 weeks per year
(7.15am to 3.45pm with one-hour unpaid lunch break)

Closing Date: **Monday 6th May 2024**

Interviews: To be confirmed

Start Date: As soon as possible



HET is a large, fast-paced Trust with currently 35 academies across the South Coast. Linked to 6 community-based partnerships, there are 32 primary academies, 2 secondary and 1 hospital school.

We are an expanding school in Wimborne ranging from Nursery up to Year 4. At our school we make sure that every decision we make is in the best interests of the children and their education.

We are very proud of our school ethos which is commented on by all visitors to our school. We have approachable, professional and committed staff; dedicated and highly effective Governors; supportive and caring parents and the loveliest children. Wimborne First School is a happy, successful school with committed, experienced staff and fantastic children. We have a wonderful new school building which has state of the art technology.

We are seeking to recruit a highly motivated and experienced individual to oversee the maintenance, functionality and safety of our wonderful new school site. You will play an important role in ensuring our pupils have a happy and safe environment to learn. Your role will involve everything from day to day repairs to co-ordinating site projects, compliance with all health and safety regulations and working with the Operations Manager and Head Teacher to ensure best use of school funds relating to premises and health and safety.

If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then please apply.

'All about the Child'

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

'What about Sam'

Sam is the name we have given to the notional Hamwic child. By asking ourselves 'What about Sam?' we ensure that we put our pupils at the heart of our decision making.

JOB/PERSON SUMMARY:

- **Facilities Management Leadership:** Oversee the management, compliance, safety, and cleanliness of the school site, furnishings, and grounds.
- **Key Holder Responsibility:** Act as the primary key holder, ensuring security and operational readiness of the school site, including emergency response coordination.
- **Line Management:** Manage cleaning staff and other premises related staff to including training, scheduling, and performance reviews.
- **Maintenance Oversight:** Plan and execute a schedule of annual maintenance/redecoration and longer-term maintenance projects and requirements, ensuring high standards work, cleanliness and safety.
- **Health & Safety Compliance:** Ensure adherence to health and safety regulations, conduct risk assessments and Health and Safety inductions to new staff, and oversee audits and inspections.
- **Contractor Management:** Coordinate with maintenance and cleaning contractors, ensuring compliance with health and safety requirements and satisfactory completion of tasks.
- **Budget Management:** Monitor and manage the Repairs and Maintenance budget, ensuring best value supplies and services are obtained as necessary.
- **Other Support Functions:** Support school-related functions, maintain outside areas, respond to emergencies, and uphold confidentiality of school information.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Has experience of health and safety protocols and compliance
- Is reliable and flexible and able to prioritise workloads
- Is able to work independently and use own initiative, as well as working well in a team
- Demonstrates good communication skills with a variety of stakeholders
- Can follow the school policies and systems consistently to ensure the safeguarding and safety of our children and site users
- Has a good basic level of practical DIY skills. Previous experience of work in a trade, such as carpentry, plumbing, painting/decorating, would be welcomed but not essential
- Has budget monitoring skills
- Has general ICT knowledge and can apply it to use email, word and database/incident recording systems
- Has GCSEs in Maths and English
- Has CIEH Level 2 (or the ability to complete this course)

• **WE CAN OFFER YOU:**

- Excellent CPD opportunities and Training and Development Programmes
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy please view the job description and complete the application form which can be found at www.hamwic.org/category_vacancies/support-staff/. Completed applications should be returned to hr@wimbornefirst.dorset.sch.uk **CV's will only be accepted with a completed application form.**

SAFEGUARDING:

All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE HILLARY PARTNERSHIP

The Hillary Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ ***outstanding*** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.