

Recruitment Pack

SITE MANAGER

TERM TIME ONLY + 4 WEEKS

SCALE 6, 18 – 22 (£30,063 - £32,289)

WELCOME TO PARALLEL LEARNING TRUST

A Special and Alternative Provision Multi-Academy Trust.

The Trust is committed to transforming lives for all pupils. Currently we have seven academies that offer alternative or special provision for those children with social, emotional or mental health needs.

 Park Campus
Academy

 Ramsden Hall
Academy

 Victory Park
Academy

 Inspire
Academy

 Sutton House
Academy

 Kennington
Park Academy

 Wandle Valley
Academy

Application Deadline: Friday 1st July 2022

All applications must be sent electronically to aflynn@kenningtonpark.org.uk before the deadline. Any applications received after this time will not be considered.

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The Parallel Learning Trust was born from a philosophy that all children respond to high quality teaching and learning environments, whether they be mainstream, alternative or special settings.

ETHOS AND VALUES

The Park Campus Academy philosophy is ultimately inclusive; we believe that every young person who comes to Park Campus Academy must have a second chance at success.

Regardless of circumstance we will make all of our young people successful. We aim for all of our learners to make outstanding progress and every member of staff is dedicated to achieve this. The specialist services we deliver to our young people ensure that they overcome the barriers that previously prevented them from being able to engage in mainstream education.

The Park Campus Academy provides a bridge for young people to re-engage productively in an educational journey that has previously only led to failure.

We work to provide the best possible learning outcomes for pupils who despite exclusion, missing education, illness or otherwise cannot access a mainstream school. Where possible we seek to return our pupils to mainstream provision as ultimately this is the best place for their continued learning.

We aim to prevent exclusion through early intervention which can be either short or long term. We work in partnership with the local authority and schools to support them to reduce the need to use fixed or permanent exclusion. We adopt a multi-disciplinary approach to early intervention supporting the school, parents, carers and individual pupils.

Under legislation, local authorities are required to provide education for pupils who are excluded or missing school for illness or otherwise. Our curriculum offer allows us to reflect the national curriculum along with personalised learning which providing pupils the opportunity to make good progress in line with their needs in a supported learning environment.

Whenever possible, Park Campus Academy aims to facilitate the return of pupils into mainstream education. We provide a supported environment to refocus the learning and behaviour of pupils to enable appropriate reintegration in to mainstream school.

Our alternative provision is positioned as an integral part of the local provision of education. The Parallel Learning Trust is not peripheral but is a valuable option for local schools as a resource to support them with their most challenging pupils.

JOB DESCRIPTION

Main Purpose of the Job

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portering, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the Head of School on suggested improvements to the general school environment and to carry out pre-planned maintenance programmes.

General Responsibilities

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for monitoring and reporting health & safety concerns
- To undertake repairs and DIY projects
- Ensure a clean, tidy and well-maintained school environment

Specific Responsibilities

Premises Management

- To monitor the day-to-day maintenance, repair and cleaning of the school
- In conjunction with the Head of School to monitor the day-to-day maintenance and repair budget
- To advise on a rolling programme of redecoration/refurbishment
- To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
- To monitor work requests and health and safety concerns ensuring response date time and outcome is logged
- Ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner

Security

- To be responsible for the security of the premises, liaising with Security/Police and other emergency services in this respect as necessary
- To be responsible for locking up the school during term time and for the unlocking and locking of the school during school closure periods
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly

- To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms and provide evidence of checks
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the Head of School on all security matters
- To be aware of all out of hour's activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings
- To act as main key holder for the school on call-outs

General Site Duties

- To set and monitor the school heating and hot water systems
- To take energy readings on a monthly basis
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met
- To manage the provision of a furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure the school hall is appropriately set out for Breakfast Clubs, Break and Lunch times, as well as clearing after in time for lessons

Health & Safety

- To be responsible for the implementation of, and compliance with, the provisions of legislation relating to the Health & Safety of such employees and areas of the work place as fall under your direct control and for complying with legalisation relating to such works and contracts within your direct responsibility
- Ensure that the school environment, school procedures and staff training comply with Health & Safety requirements

Equal Opportunities

- To contribute to the development, establishment and implementation of clear Equal Opportunities objectives for the service, which promote equity for all service users and members of staff and formulate equality targets and performance measures for both employment and service delivery
- To promote and monitor development and anti-oppressive services which are ethically, religiously sensitive and recognise issues of disability in accordance with legislation and Parallel Learning Trust policies
- To promote a positive approach to all potential and existing service users and ensure that services under the posts control reflect this approach

This job description will be supplemented by annual target-based outcomes, which will be developed in conjunction with the post holder. It will be subject to regular review and the duties listed may be added to or amended.

Health and Safety

To carry out all duties with full regard to the employee's legal obligations (under Health and Safety legislation) to maintain their own health and safety at work, to be aware of the impact of activities on the health and safety of others and to comply with any Department or local health and safety procedures or instructions.

Data Protection

To be aware and comply with the academy's responsibilities under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.

To maintain client records and archive systems, in accordance with the academy's procedures, policy and statutory requirements.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Further information about the disclosure can be found at <https://www.gov.uk/topic/crime-policing/criminal-record-disclosure>

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out and may be altered in response to the needs of the Academy business.