



Recruitment Pack – Site Manager

Closing date: 29th May 2020 12 noon. Interviews w/c 1st June 2020

During the COVID-19 pandemic the interview will be conducted remotely

Welcome to The Rise School - A Vibrant Learning Community.

Welcome to our school community. Our pupils are some of the most vulnerable children in society and we are passionate in our desire to see them blossom, experience success and develop confidence and strategies to overcome some of the challenges associated with their autism. We have two pillars that run throughout all our work: the academic and social progress of our pupils. These are of equal importance.

Vibrant

Our school is a vibrant place to work. We've got great facilities: a wellbeing garden, sensory room, soft-play room and a gym – which staff use too. Break and lunch times are opportunities to play and interact with our pupils, role-modelling our values.

Learning also takes place outside the classroom via frequent trips, camping, externally-led workshops, community trips and after school clubs.

Learning

Learning is at the heart of everything that we do at The Rise – we make the effort to make sure 'learning is irresistible' for our pupils and is equally underpinned by the principle of being evidence-informed.

Learning is central for staff too - you are encouraged to take proactive ownership of your CPD. There are many ways to develop yourself which of course include conference attendance but goes beyond also: borrow a book from the staff library in the staffroom, read the L&T bulletin and platform, access an online learning course, talk and observe colleagues. Recommendations of books to add to our library, or courses you think look interesting, are always welcomed.

Community

Team work is central to all our achievements at The Rise. You will find yourself part of a staff body who is empowered to be proactive and take their own initiative; are flexible and are willing to go above and beyond to support one another.

The sense of community is developed through our Wellbeing initiatives such as 'Secret Buddy' and Friday's 3-4pm slot where you can cultivate your wellbeing through learning something new or relating to your colleagues: we've had knitting, fitness, running, dance, relaxation, art sessions. Our community is strengthened by giving and receiving feedback to one another – it's how we all grow and develop. We support our families through half-termly 'Parent Meets' and socials.

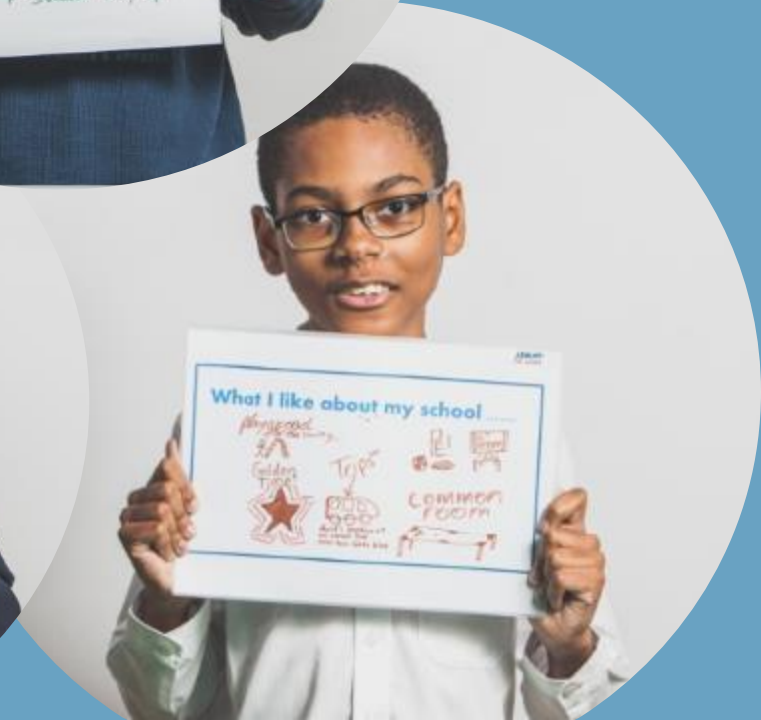
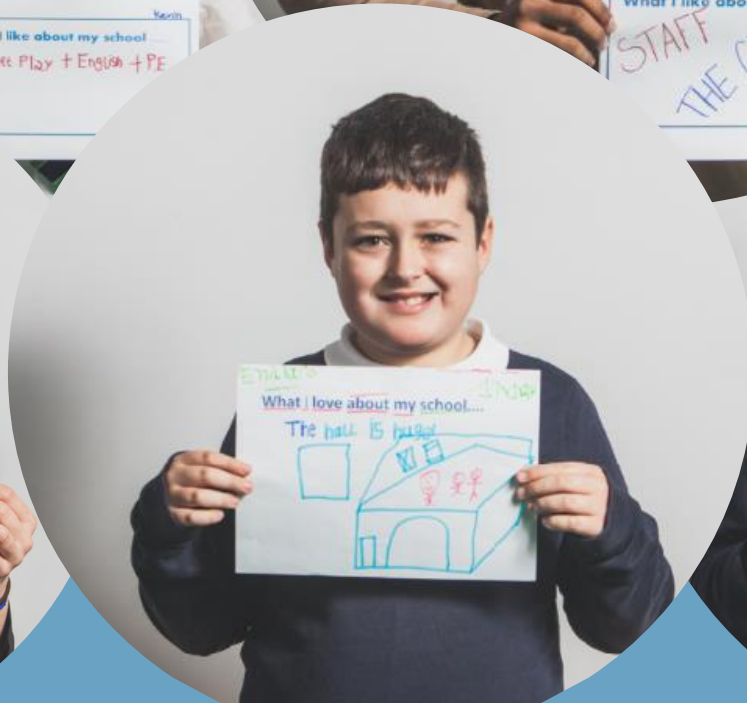
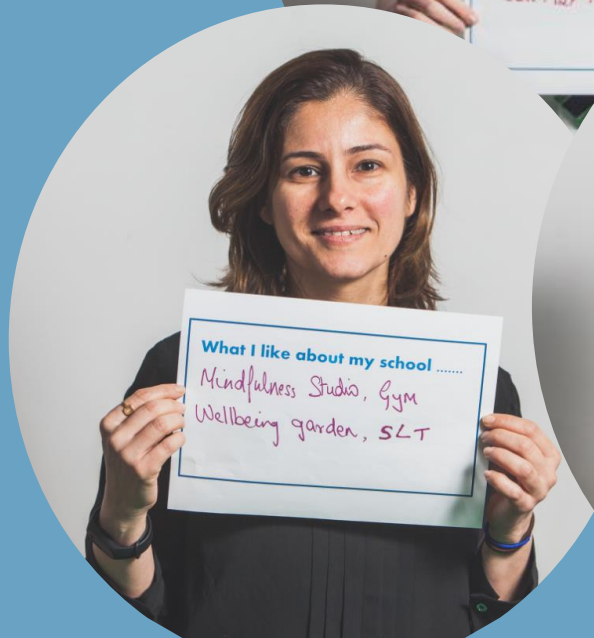
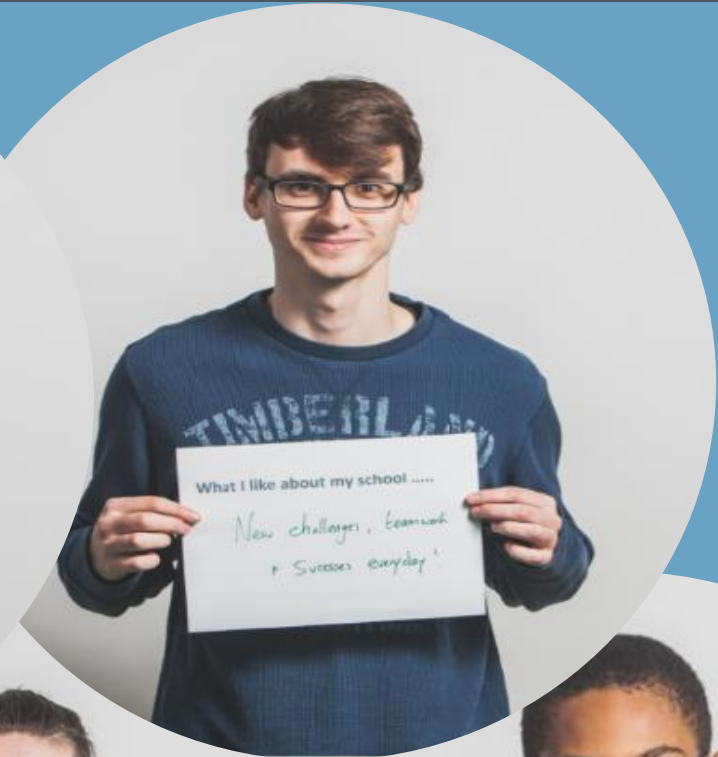
Values

Our school values are Be Kind, Be Resilient, Be Proud. They were generated collaboratively and underpin our community. We explicitly teach, embed and celebrate these values, for example our kindness trees are growing outside each classroom.

The Rise is a very special place for children and young people to learn, thrive and be happy, hand in hand with our families. It's an equally special place to work.

We hope to welcome you to our team!

Our School: What pupils and staff have to say:



Our School: What staff have to say (Annual Survey – May 2019)

95%

feel able to
manage their
WELLBEING

98%

would
RECOMMEND
The Rise as a
work place

97%

feel they
receive
regular
FEEDBACK

98%

feel **PROUD**
to work at The
Rise

97%

feel
MOTIVATED

97%

think The Rise
is well **LED**
and
MANAGED.

Our School: The Facilities



Our School: Finding Out More

We LOVE visitors and would absolutely encourage any potential applicants to come and see the school in action during the day. This is particularly relevant for mainstream teachers who might not be sure about making the switch to a SEND school (you definitely should!) However, sadly that is not possible during the COVID-19 pandemic, so please do use these links to try and get a better flavour of what we do here.

<http://www.theriseschool.com/>

<https://twitter.com/RiseSchoolUK>

[The Rise School Video – Who we are \(2020\)](#)

[The Rise School Video – Oli's Tour: Values, Wellbeing \(2018\)](#)

[Ofsted Report \(June 2017\)](#)



Job Description: Site Manager

Job Band: Band 4 £29,868 - £34,996

Job Term: Permanent

Purpose:

To be responsible for all aspects of the 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 School Business Manager/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes. To ensure caretaking duties and monitoring activities are undertaken in accordance with Health and Safety legislation.

General Responsibilities

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken.
- To undertake repairs and DIY projects.
- To delegate tasks as appropriate to outside contractors, ensuring Health and Safety regulations are strictly adhered to.
- To monitor the performance of the cleaning contractor and liaise with the area manager to ensure a clean, tidy and well maintained school environment.
- To liaise with and oversee contractors on site.
- To attend necessary training e.g. INSET/Health and Safety/Safeguarding and Child Protection/other relevant courses etc.

Specific Responsibilities

General Site Duties

- To set and monitor the school heating and hot water systems.
- To take energy readings on a monthly basis and submit to external providers.
- 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 the halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- To ensure the main school hall floors are kept clean and polished.
- 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 portering and 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 that orders received into school are delivered to the appropriate area/person as necessary.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded.
- To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly.
- To ensure all indoor and outdoor plants are adequately watered during school closure periods.
- To undertake minor window cleaning as required and schedule contractor for larger clean.
- To collect and dispose of all waste, refuse and surplus materials.
- To clear up bodily fluids after accidents adhering to health and safety procedures.
- To perform termly cleaning of the lunch room tables and chairs.
- To carry out emergency cleaning if required.
- To maintain the minibus, ensuring cleanliness and basic mechanical checks

Premises Management

- To monitor the day to day maintenance, repair and cleaning of the school.
- To attend the Governors' premises committee meetings/ to attend and contribute to Health and Safety walks.
- 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, including risk assessments, where appropriate and also electronically.
- Oversee the cycle of planned maintenance
- To manage the school Computer-aided Facility Management (CAFM) System.

Job Description: Site Manager

Security

- To act as main key holder. To liaise with the police in event of a break in, theft or vandalism and where possible make good on any damage and secure the building.
- To be responsible for the security of the premises, ensuring 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.
- Act as the School's Health & Safety Co-ordinator and Fire Officer, ensuring the School's written health & safety policies are up to date and in-line with regulations and the school's needs, clearly communicated and available and that systems are in place to enable the identification and management of hazards and risks.
- To check, at least monthly all perimeter fences, security devices, fire appliances, CCTV systems and alarms.
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded.
- To carry out monthly water temperature checks ensuring that Legionella procedures are followed and maintain records.
- To monitor, report and advise the SBM/Headteacher on all security matters.
- To be aware of all out of hours 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 and on call-outs.
- To ensure the intruder alarm and CCTV are kept in good order and maintained regularly.

Health & Safety

- To provide safe access to the school in the event of snow, ice or flooding.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures.

Administration

- To maintain the school's equipment and plant inventory
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained.
- To order repairs and maintenance items in liaison with the SBM.
- To maintain a log, manually/electronically of all inspections and checks carried out.
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
- To maintain all tools and equipment in good repair and arrange for the training on their safe use.
- To ensure mechanical equipment is inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.
- To lead/assist the SBM with obtaining tenders and quotes.
- To carry out regular Health and Safety inspections and Risk Assessments on his/her own and with the SBM/Headteacher/Governors.
- To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team.

Please note:

The above lists of responsibilities are not exhaustive.

You may be required to undertake other appropriate responsibilities and training as requested by the line manager, appropriate to the salary scale.

Person Specification: Site Manager

The personal specification shows the abilities and skills you will need to carry out the duties in the job description.

Qualifications and Experience

- Hold recognised training/qualifications associated with premises management, including at least GCSE C or above in both English and Maths (or equivalent).
- Significant experience or skills in a trade.
- The ability to understand and apply regulations such as Health & Safety, manual handling, COSHH water hygiene Legionella etc.
- The ability to operate and understand electrical/mechanical equipment.
- Risk assessment experience/qualification.
- Competent at basic building repairs and maintenance.
- To be able to use small industrial, electrical and mechanical equipment.

Ability, Skills, Knowledge

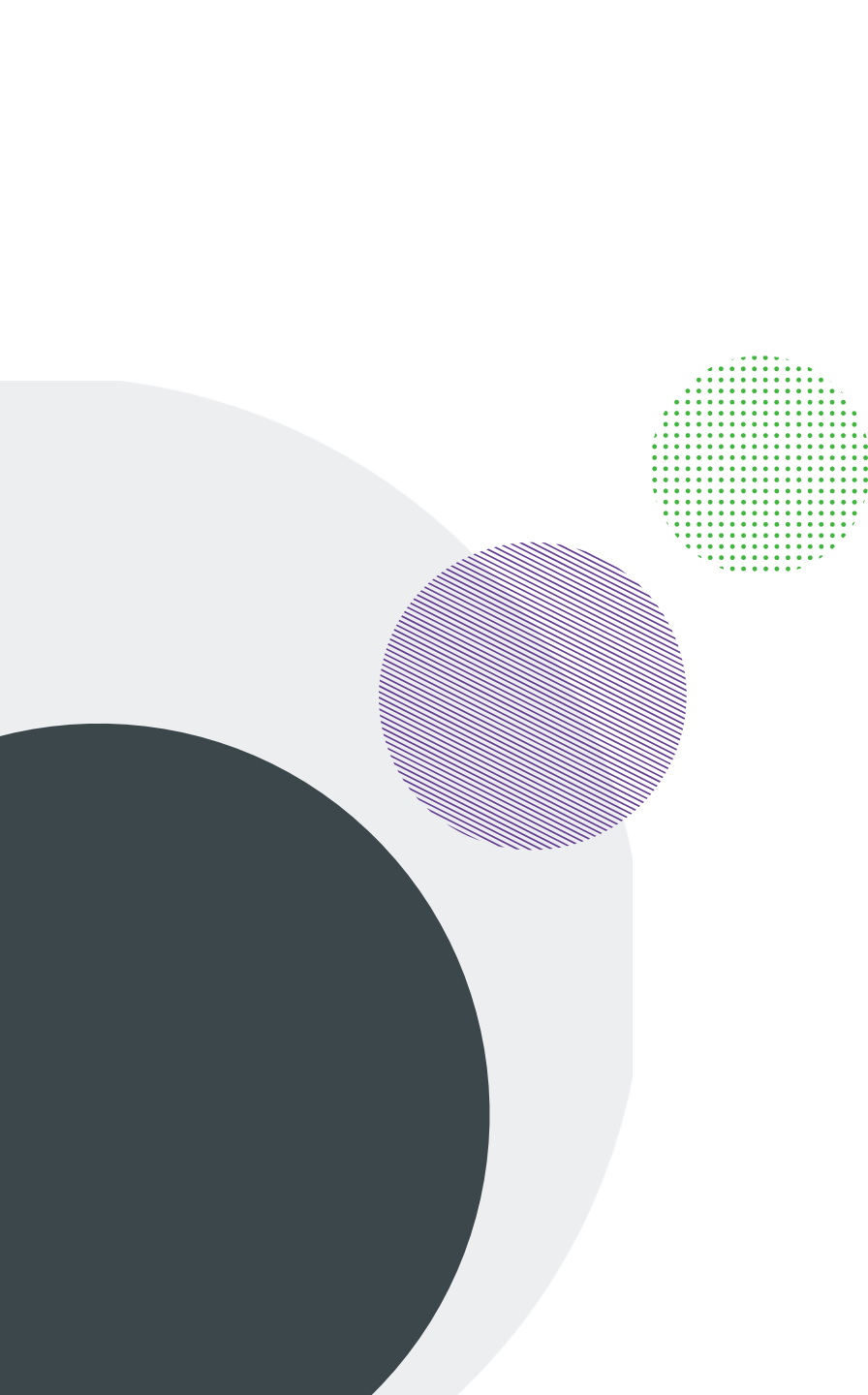
- Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.
- Excellent communication skills.
- Good numeracy and literacy skills.
- Strong IT skills.
- Sound planning and negotiating skills.
- Ability to gather information, analyse data and problem solve.
- Ability to manage own time effectively and demonstrate initiative and proactivity including establishing priorities.
- Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.
- Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.
- Ability to adapt to changing and conflicting demands.
- Ability to be flexible and work as part of a team or individually as required.
- Ability to demonstrate an understanding of children and special educational needs.
- Ability to contribute to the life of the school.
- Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection and safeguarding policy and all Health & Safety related policies.
- Ability to comply with the Health & Safety regulations to ensure that all duties are carried out safely.
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Safer Recruitment

The Rise School is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

- **Disclosure** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred
- **Short listing** Short listing will occur after 29th May 2020 with interviews taking place w/c 1st June 2020.. Interview Candidates will be subject to an in-depth, virtual/remote interview and assessment. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.
- **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided
- **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides The Rise School with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.
- **Equal Opportunities** The Rise School is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.



The Rise school is a vibrant, special school dedicated to educating pupils with autism ages 4 to 18.

Contact us

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