



Boroughbridge
High School

Candidate Information



Note from the Headteacher

Thank you for your interest in working at Boroughbridge High School. Our belief in 'Aspiration and Support for all' means that our students are at the heart of our decision making. We know that students are successful when they are safe and happy as is demonstrated in our excellent exam results. We are an Ofsted rated 'Good' school.

With almost 450 students, aged 11-18, we serve the community of Boroughbridge and the surrounding area, which gives our school a welcoming, inclusive atmosphere. We feel like a family and, as such, we know our students well making Boroughbridge High School a good place to work and learn. We strive to ensure that all students leave our school, not only with the qualifications they need to access the next stage of their education or career of choice, but with the skills and confidence to make an active contribution to the communities to which they belong.

We understand that this can only be achieved with excellent teaching and effective support through highly committed staff. Therefore, if you were to be successful, you would benefit from working as part of a supportive staff team with opportunities for personalised CPD both within school and beyond. Wider partnerships are important to us and we benefit from being part of the Yorkshire Teaching School Alliance and White Rose Alliance. We also work closely with King James's School with whom we share Sixth Form provision.

I hope that the opportunity that we have is of interest to you. Thank you for considering Boroughbridge High School.

Kathryn Stephenson
Headteacher



Boroughbridge
High School

Site Manager

**Full Year. 37 hours per week. Permanent
Immediate Start**

Grade G: £23,023 - £25,419,

Contributory pension scheme, employee discounts and generous holidays

Boroughbridge High School is pleased to offer an exciting opportunity to work as Site Manager within the heart of our vibrant school. Taking responsibility for the day-to-day security, safety, cleanliness and upkeep of our school buildings, grounds and facilities, you will join a highly supportive Business Services team within the Boroughbridge High School and King James's School Federation.

You will be able to manage a small team and have strong time-management and co-ordination skills, in order to ensure the effective delivery of the schools maintenance programme and capital projects. Previous experience in a similar role and knowledge of Health & Safety Regulations would be an advantage, along with basic skills in Microsoft Office.

We are looking for someone who is passionate about providing a welcoming, safe and constructive environment for our pupils, staff and visitors, along with our evening/weekend facilities hire customers. We take pride in our open, friendly ethos and are committed to high quality professional development.

We offer a competitive salary, generous holidays, access to a contributory local pension scheme and other additional staff benefits.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS check will be required for this post.

For an application form please visit our school website.

Completed application forms should be returned by email to vacancies@boroughbridgehigh.com or by post to the school address and marked for the attention of Wendy Firth.

Closing date for applications: Midday Monday 6th June 2022

Please note that CVs will not be accepted.



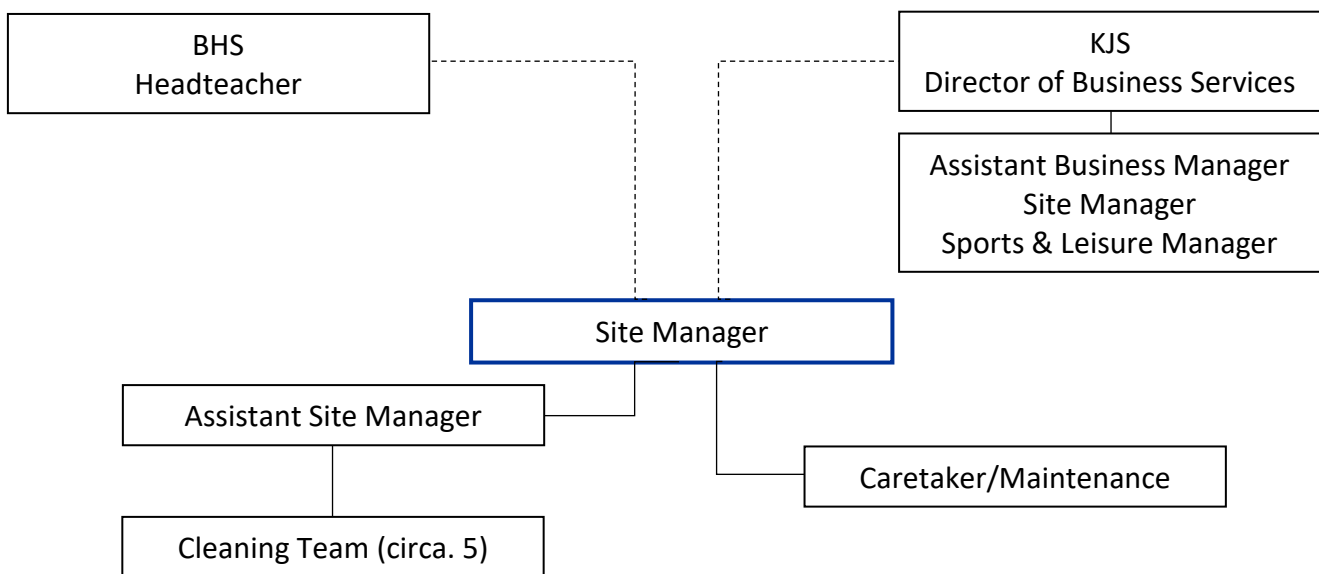
Information on the Site

Boroughbridge High School is an 11-18 community comprehensive school which serves Boroughbridge and the surrounding area. With just under 600 students we are a relatively small school which gives us a welcoming, inclusive atmosphere.

The school has an extensive range of facilities including: 22 standard classrooms, 10 bespoke classrooms (such as: Art, D&T, Food Technology, Science and IT), 3 Meeting Rooms, 1 Assembly Hall, 1 Music Room, 2 Studios (Drama & Dance), 4 IT Suites and a Large Sports Hall.

We are very proud of our high standards and good reputation, which enables us to additionally offer a number of our facilities for community hire during evenings and weekends.

Our dedicated Site Team currently comprises:



How to Apply

Please download an application form and complete.

Please use the section 16 "Supporting Evidence" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Completed application forms should be returned by email to vacancies@boroughbridgehigh.com or by post to the school address and marked for the attention of Wendy Firth.

Closing date for applications: Midday Monday 6th June 2022

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

BOROUGHBRIDGE HIGH SCHOOL, BOROUGHBRIDGE

part of the Boroughbridge High School and King James's School Federation

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

Site Manager

<i>Responsible to:</i>	<ul style="list-style-type: none">• Headteacher (BHS)• Director of Business Services (KJS)
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<i>Salary NYCC Band:</i>	Grade G
<i>Full-time/Part-time:</i>	Full-time
<i>Hours:</i>	37 hours per week plus 30 minutes unpaid break Flexible Days/Hours It is anticipated that the majority of hours will be during the standard working day, however flexibility will be required to support with evening and occasional weekend shift work.
<i>Full Year/Term Time Only:</i>	Full Year (Commencing 23 days annual leave)

Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Director of Business Services, Head or Line Manager

JOB DESCRIPTION

POST:	Site Manager
GRADE:	Grade G
RESPONSIBLE TO:	<ul style="list-style-type: none"> • Headteacher - Boroughbridge High School (BHS) • Director of Business Services - King James's School (KJS)
STAFF MANAGED:	Assistant Site Manager / Caretaker (Handyman) / Cleaning Team
POST REF NO.:	JOB FAMILY: 4
JOB PURPOSE:	<ul style="list-style-type: none"> • To be responsible for the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities under the direction of the Headteacher/Director of Business Services to ensure a secure, safe and hygienic environment for all building users. This will include pupils, staff, visitors and facilities hire customers. • To organise and direct all premises staff, ensuring high standards of cleanliness and safety within the school. • To support the Sports & Leisure Manager (KJS) with the day-to-day running of Facilities Hire; being responsible for new client induction, high quality face-to-face customer service and general assistance.
JOB CONTEXT:	<ul style="list-style-type: none"> • The site management team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school to provide a safe environment. • The post is subject to some disagreeable working conditions as the post is required outside in bad weather, work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. • Outside of school hours, the facilities are available for hire by the general public. The school commits to delivering high quality customer service in order to promote repeat business and profitable income. • The school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Management	<ul style="list-style-type: none"> • Responsible for ensuring the security of the building and site, undertaking daily security checks. • Act as a designated key holder, providing response to emergency calls out of hours. • Locking and unlocking of buildings (and storage areas) at pre-determined times for Facilities Hire. • To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g. snow. • Receive deliveries to the site and undertake general portering duties whilst on site to include moving furniture and equipment on site. • Lead on the maintenance of the building and undertake minor repairs (not requiring a contractor) of a range of equipment and buildings. • Operate and check all premises-related mechanical, electrical, heating and water systems and other plant, including the recording of meter readings/returns as required and ensuring adequate fuel supplies. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation. • Arrange emergency repairs and deal with problems as they arise, this may include emergency calls outs to the school outside of school operational hours. • Procure quotes for routine maintenance work on school premises. • Arrange regular maintenance and safety checks. • Plan and supervise the maintenance schedule. • Carry out new client inductions for facility hirers, ensuring that they know the whereabouts of equipment and understand how to use and handle it safely (including setting out/clearing away). • Understand how to process facility hire bookings and raise invoices etc. should this be required in the absence of the Sports & Leisure Manager (KJS). • Support with the development and updating of premises related policies. • Produce reports for the Headteacher and Director of Business Services as required, including but not limited to: compliance, audit reports and create action plans.
Communications	<ul style="list-style-type: none"> • Communicate effectively with other members of staff within the school. • Liaise with contractors on the site and check clearances. • Provides advice and on the job training on health & safety procedures to the other site staff. • Work with the Sports & Leisure Manager (KJS), Caretaking Team and Cleaning Team to ensure a high level of customer service is maintained whilst hirers are on site.
Resource management and Buildings and Infrastructure	<ul style="list-style-type: none"> • Have overall management responsibility for the Caretaking and Cleaning Teams within the school (with the support of the Assistant Site Manager), overseeing recruitment, induction, training, coordination of work and performance management. • Participate in the training and development and performance management processes within the school.

	<ul style="list-style-type: none"> • Order, stock control and store cleaning and caretaking equipment and products safely and securely. • Carry out regular health & safety checks on buildings and equipment to identify faults/hazards. • Supervise the work of contractors on site, checking that work is completed on time to the agreed standard and that they have the required permits to work on site. • Contribute to the monitoring of the premises budget. • Handle small amounts of petty cash for purchasing materials to carry out repairs. • Contribute to the monitoring of the premises budget.
Safeguarding	<ul style="list-style-type: none"> • Be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> • Fulfil the necessary administrative tasks associated with the responsibilities of the post. • Keep and maintain maintenance schedules and health & safety records.
Data Protection	<ul style="list-style-type: none"> • Comply with Boroughbridge High School's and County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Work with colleagues and others to lead on health, safety and welfare within the working environment. • Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately. • Ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition, and to arrange the prompt repair/replacement of faulty equipment. • Undertake the operation and periodic checking of the fire alarm system.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • Boroughbridge High School provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Boroughbridge High School Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • Boroughbridge High School requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect

	<p>and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</p> <ul style="list-style-type: none">• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	May 2022

PERSON SPECIFICATION

JOB TITLE: Site Manager (Grade G)

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> • Working knowledge of health and safety procedures and regulations, e.g. COSHH • Good literacy and numeracy skills • Ability to use tools for making minor repairs • Knowledge of moving and handling procedures 	
<p>Experience</p> <ul style="list-style-type: none"> • Experience of undertaking general cleaning and caretaking duties • Experience of carrying out repairs and maintaining equipment • Line Management experience • Experience of working as part of a team • Experience of operating premises-related mechanical, electrical, heating and water systems and other plant 	<ul style="list-style-type: none"> • Experience of day to day management of a site • Experience of supervising contractors
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Problem solving and planning skills • Ability to use own initiative • Self motivated • Punctuality • Flexible approach • Attention to detail • Ability to manage time effectively to complete tasks to a high level. • Ability to work both alone and within a team to achieve specified standards • Good verbal communication skills • ICT skills • Ability to lead and motivate a team of staff 	
<p>Qualifications</p> <ul style="list-style-type: none"> • NVQ level 3 education or equivalent level of experience in order to gain the necessary skills 	<ul style="list-style-type: none"> • Craft qualification e.g joinery, electrical
<p>Other Requirements</p> <ul style="list-style-type: none"> • Ability to carry out general caretaking and cleaning duties as detailed in the Job Description. • Ability and availability to work outside of core hours • Enhanced DBS clearance 	
<p>Behaviours</p>	<p>Link</p>

NB – Assessment criteria for recruitment will be notified separately.