



**North East  
Learning Trust**

**Site Manager**  
**Hermitage Academy**  
Applicant information pack



# **Site Manager**

## **37 Hours per week**

### **Salary Grade 4 SCP12 - SCP17**

### **£22,571 - £24,920 (FTE)**

Hermitage Academy is a part of the North East Learning Trust and are seeking to appoint a self-motivated Site Manager to join our dedicated team.

This appointment will be based in Hermitage Academy where we have an exciting opportunity for you to join a school that has undergone real change and is on a strong, upward trajectory.

Hermitage Academy is a mixed 11-16 comprehensive school with a rapidly growing sixth form with over 1000 students from Chester-le-Street and the surrounding areas.

You will support the Facilities Manager in the delivery of safe and compliant facilities services across the school site including maintenance, security and cleaning with the supervision of caretakers. Duties will include, routine testing, maintenance, ordering supplies, handyperson activities, cleaning, opening and securing the school as appropriate. We are looking for someone who has hands on experience of working in a similar role.

There will be an element of working outside of normal working hours. You will also support across a multiple of Trust sites and be available for emergency call out, therefore you will need access to your own transport. Normal working hours will 08.15 – 16.15 Monday to Thursday, Friday 08.15 – 15.75, however these start and finish time may vary depending on service delivery.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experience excellence every day.

#### **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

#### **We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- 31 days annual leave entitlement
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

#### **The successful candidate will:**

- Previous experience in a similar role
- Knowledge of Health & Safety legislation relating to the role.
- Practical knowledge of basic maintenance tasks.
- Be proactive and self-motivated.
- Have a flexible approach to work and willingness to help.



**Deadline:**

**Closing Date: 15<sup>th</sup> July 2022**

Interviews will take place on 20<sup>th</sup> July 2022

**How to apply:**

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Samantha Lish, Support Services Manager at [Samantha.lish@hermitageacademy.co.uk](mailto:Samantha.lish@hermitageacademy.co.uk) or by post to Hermitage Academy, Waldrige Lane, Chester-le-Street DH2 3AD. Please do not submit a CV unless it is to complement your application form.



# Job description

**Post title:** Site Manager (Hermitage)  
**Responsible to:** Facilities Manager  
**Responsible for:** Assisting with the delivery of the facilities services at school site level.  
**Salary Band:** Grade 4 SCP12 - SCP17

## Job Purpose:

As a member of the site team be responsible for the safe and compliant delivery of facilities services across the whole school site including maintenance, security and facilities services.

To ensure that the school is cleaned and maintained in line with regulatory requirements and the Trust's Policies and quality procedures. To ensure that all tasks undertaken are completed safely and facilitate the normal operation of the school. To oversee the caretakers and other appointed contractors, giving direction as appropriate, ordering necessary supplies and stocks, opening / locking the school, carrying out routine servicing, testing and maintenance and assisting with general portering cleaning and caretaking duties as required.

## Duties and Responsibilities:

- To ensure all buildings and grounds are cleaned and maintained to agreed standards and specifications.
- To keep all Trust buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired, or fault rectified properly and promptly.
- To ensure the safe maintenance and secure operation of all school premises.
- To support and assist in the delivery of the maintenance of the school site including the purchase and repair of all furniture fittings and equipment and ensure stock levels of equipment is monitored and maintained.
- To ensure all tasks listed on the "Every System" are completed in-line with the specified frequency with identified defects being rectified in a timely manner and recorded as such
- To support the management of the letting of school premises to external organisations, for the development of extended services and to meet local community requirements.
- To ensure that the facilities service operates in a cost-effective manner.
- To undertake maintenance and minor improvement works in-line with training and experience including but not limited to legionella testing, emergency lighting, fire alarms and inspection of fire safety equipment.
- To be a key holder for the school and a contact for all security (opening and locking up) and emergency call outs.
- To support with the creation and management of a planned maintenance programme of the building and furniture fittings and equipment.
- To arrange for the removal and safe disposal of unwanted items and materials, maintaining and updating an asset register as required. All in accordance with procurement and waste management policy guidelines.
- To assist with cleaning duties, including biological hazards.



- To supervise and support caretakers in the delivery of the Facilities Management Services.
- To ensure that all duties associated with the post are undertaken in compliance with relevant health and safety regulations and codes of practice and with due regard for the health, safety and welfare of self, pupils, staff and visitors including contractors.

### General

- To return to school between shifts as and when required.
- To work a split-shift as and when required.
- To support and cover at other school sites as and when required.
- To work outside normal working hours, including weekends as and when required.
- To keep up to date with training relevant for your role and school.
- To operate as part of the wider NELT Estates Team.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

### Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

### Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



# Person Specification

## Site Manager

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• Good literacy and numeracy</li> <li>• MIDAS qualification (or willingness to undertake)</li> <li>• First Aid qualification (or willingness to undertake)</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety qualification</li> <li>• General maintenance qualification</li> </ul>
Experience & Knowledge	<ul style="list-style-type: none"> <li>• Previous experience in a similar role</li> <li>• Knowledge of Health &amp; Safety legislation relating to the role.</li> <li>• Practical knowledge of basic maintenance tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>• Use of initiative to solve straightforward problems</li> <li>• Ability to work alone without supervision and as part of a team</li> <li>• Ability to follow instructions and achieve objective within set deadlines</li> <li>• Good interpersonal skills</li> <li>• Adaptable to change by adopting a flexible and cooperative approach</li> <li>• Ability to use a wide range of tools and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and promoting positive relationships within the wider school community</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Excellent timekeeping</li> <li>• A good eye for detail</li> <li>• Proven ability to work flexibly</li> <li>• Resilient, tactful and diplomatic, even when under pressure.</li> <li>• Full clean driving licence with the use of own transport</li> </ul>	

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.