



 THE CHURCH
OF ENGLAND
Diocese of Leeds

bdot
Bradford Diocesan
Academies Trust



Site Manager

Application Pack

October 2021

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Dear Applicant,

Thank you for your interest in the post of Site Manager at Christ Church of England Academy. I would like to take this opportunity to tell you a little about our school. Christ Church Academy is a one form entry school for pupils aged 3 to 11 years. We are part of the Bradford Diocese Academies Trust (BDAT) and serve the community of Shipley in West Yorkshire.

The school became an Academy in August 2013 and in our last Ofsted in October 2016, was judged as GOOD. We have high standards for teaching and learning and are working to ensure that Christ Church Academy is the local school of choice.

Our children enjoy coming to school and are keen to learn. Our staff are passionately committed to ensuring that our pupils achieve and they have high expectations for the children and for themselves. Many of our pupils are vulnerable in terms of their socio economic background and it is vital that their primary school experience is of a high quality and has a positive impact on their future life chances.

The role of the Site Manager is central to the wellbeing and safety of both individual pupils and their class. The successful candidate will build strong working relationships with colleagues across the school.

Kind regards,

Philippa Foster

Headteacher



**Site Manager – Christ Church Academy
Band 7, SCP11-SCP17 - £21,748 to £24,491 per annum**

37 hours per week, permanent, all year round
(Hours of work will be 6.30am to 9.30am & 2.30pm to 6.30pm Mon/Tue/Wed/Fri & 6.30am to 9.30am & 3.30pm to 9.30pm on Thursdays (Hours are flexible and can be discussed at interview))

Christ Church Academy is a one form entry primary academy situated above Shipley with fantastic views across the valley and the UNESCO world heritage site at Saltaire. Our Nurture and Nurture+ provisions support pupils with SEMH needs

<p>We are looking for a person who:</p> <ul style="list-style-type: none"> • wants to make a difference and ensure positive outcomes for children • can use their initiative and have high expectations with minimum supervision • has good interpersonal skills • is enthusiastic and keen to join a hard working team • Is punctual and has excellent time keeping behaviours • Has the ability to lead and direct others. • Has the ability to manage costs, undertake procurement of school related site works. Whilst driving a value for money ethos. 	<p>We can offer:</p> <ul style="list-style-type: none"> • The opportunity to be part of BDAT and work with schools and colleagues across the trust for career progression • a positive and friendly working environment • a commitment to staff professional development
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Please contact the school office if you wish to discuss the opportunities further on 01274 410349. Applications can be made on our application form which can be found here <https://www.christchurchacademy.org.uk/job-vacancies/> [BDAT application form - Site Manager.docx](#) and should be submitted via e – mail to admin@cca.bradford.sch.uk

Christ Church Academy is committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check which will form a condition of any employment offer.

Application Closing Date: 1/11/21
 Shortlisting by 2/11/21
 Interview date 5/11/21



Working with BDAT



Bradford Diocesan Academies Trust recognises that if our schools are to succeed, our teachers and school staff are our most valuable asset. We work hard to be the education employer of choice in Bradford. We do this by:

- Recruiting the highest calibre of teachers who share our aspiration and ambitions for our students to succeed;
- Developing our teams by talent spotting and rewarding our next generation of leaders
- Making sure BDAT is a good place to work so that we retain and grow the expertise of our people.

The BDAT Employee Pledge

Bradford Diocesan Academies Trust recognises that if our schools are to succeed, **our teachers and school staff** are our most valuable asset. As such we work hard to be an employer and the schools of choice in Bradford.

We do this by:

- Relentlessly only **recruiting** the highest calibre of teachers who share our aspiration and ambitions for our pupils to succeed.
- Developing our teams by **talent spotting** and **rewarding** our next generation of leaders.
- Making sure BDAT is a good place to work so that **retain and grow the** expertise and skills of our people.

Keep reading to find out more about our employee pledge which sets out what you can expect from us

We will offer you:

- Work in a value driven, student centred organisation where every child is supported to reach their academic potential and accomplish their individual goals. <http://www.bdat-academies.org/about-us/bdat-mission-statement/>
- The prospect of working for an increasingly successful and growing Trust which is committed to providing high quality education for all of its students and to be the schools of choice. www.bdat-academies.org
- A separate annual career development discussion with a senior leader resulting in a bespoke career development plan in addition to Performance Management.
- Ongoing assistance in developing your 'craft' of teaching.
- Assistance with career progression both within and outside the Trust.
- A competitive employees' benefit scheme <http://www.bdat-academies.org/about-us/employee-benefit-scheme/>



We will provide you opportunity to:

- Have a week's placement in one of the BDAT schools within the first two years.
- Shape the curriculum developments in an ever- changing world.
- Work with like-minded subject colleagues from the other Trust schools.
- Shadow colleagues both within the school and across BDAT.
- Support the development of teachers new to the profession or to their role.
- Gain the experiences required to meet external leadership qualifications such as Specialist Leadership in Education.

In return we expect you:

To Model

- The values of BDAT and your school at all times.
- Professional behaviours at all times.

To Be

- A consistently good teacher on a day to day basis.
- Committed to ongoing professional development.
- A team player and to adopt a 'can do' attitude.

To

- Place safeguarding of students at the heart of the work.
- Engage in constructive professional dialogue, giving and listening to feedback.
- Contribute to the development of students and staff.
- Meet Teachers' Standards and Trust Leadership standards as appropriate to career stage expectation.

Want to find out more?

If you want the chance to join a Trust committed to developing the very best teachers and school staff in Bradford and if you like the sound of BDAT, our values, and the opportunities we can offer you:

- Check out our latest vacancies on www.bdat-academies.org/vacancies
- Follow us on twitter: [#wearebdat](https://twitter.com/wearebdat)

Thank you for taking the time to read this information.

In And Around Shipley

Shipley is an old market town and it retains a strong sense of identity. It still has its weekly market, though the market place itself has been rebuilt and is surrounded by modern shops. The adjacent library, health centre and swimming pool are also of recent origin.

Situated as it is on the Aire Valley, it has excellent rail and road links not only to the university cities of Bradford and Leeds (with their theatres, museums, restaurants and shops) but also to Ilkley (with its famous moor), Haworth and the Bronte country and, via the Settle-Carlisle railway, to the more distant Dales and the Lake District. The Leeds/Liverpool canal takes you across to the other side of the Pennines and Leeds/Bradford airport connects to the four corners of the globe.



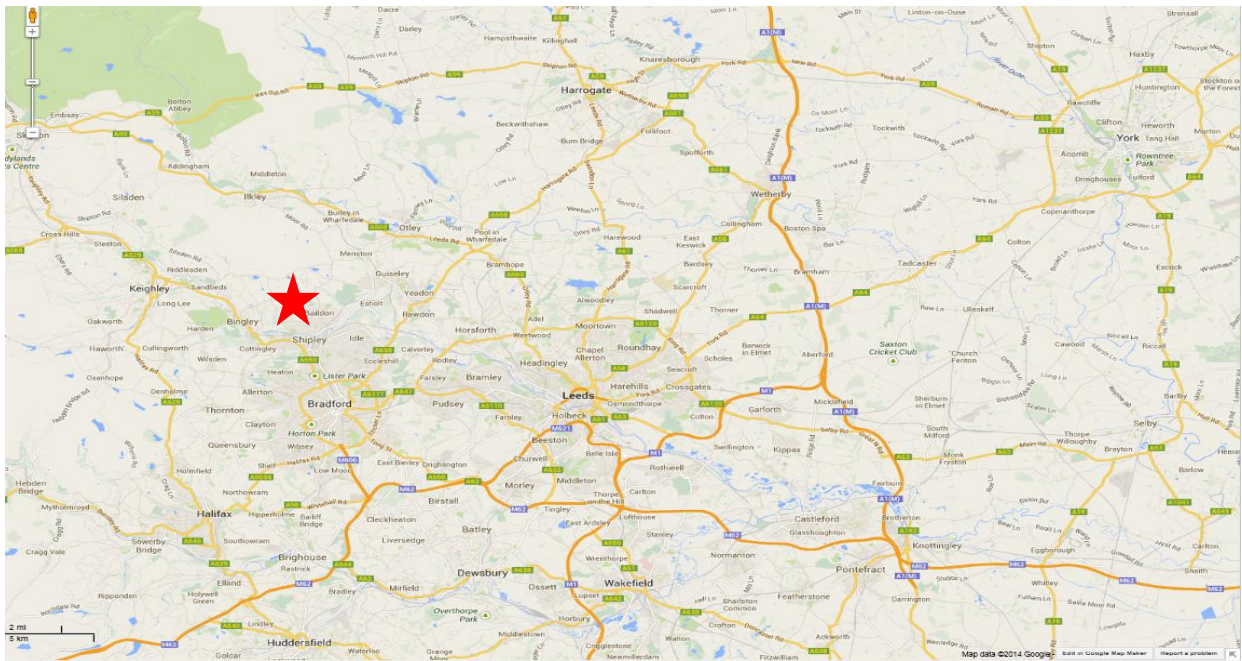
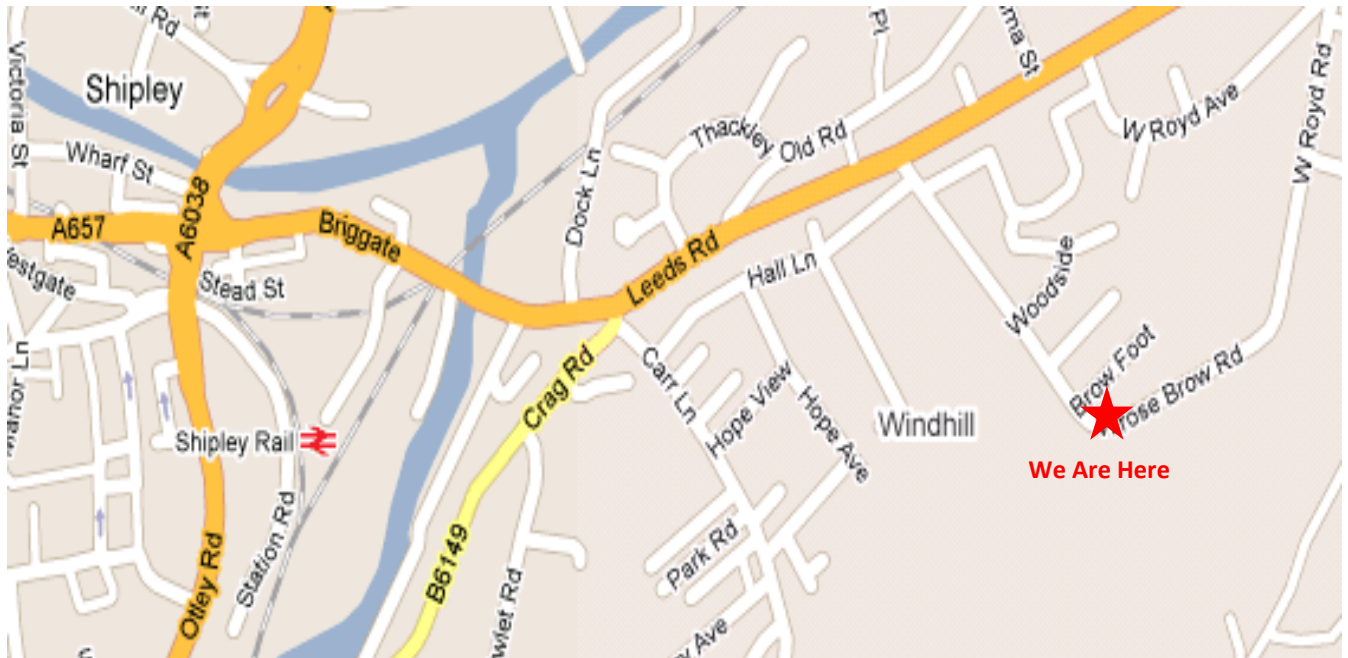
Shipley's immediate neighbour is the UNESCO World Heritage Site of Saltaire, a model village built in the 19th century by the mill-owner Titus Salt to house his workers. The impressive mill buildings no longer produce textiles but have been converted into offices, shops, a restaurant, and the 1853 Gallery, which holds a large collection of the works of Bradfordian David Hockney. Most of the original community buildings are now occupied by Shipley College.

Over the bridge across the river is another remnant of the Victorian era, the Shipley Glen Tramway, built to carry people up to the village of Baildon and now operated by volunteers as a tourist attraction. It leads onto Baildon moor and the stone circle known as Soldier's Trench, which is thought to date from the Bronze Age.



ShIPLEY is a pleasant place to live and work, with housing of all descriptions and access to every kind of sporting and leisure activity.

How to find us



Christ Church Academy

Wrose Brow Road, Shipley, BD18 2NT

Tel: 01274 410349

OUTLINE JOB DESCRIPTION

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Post Title:	Site Manager
REPORTING TO:	Business Manager
PAY SCALE:	The salary scale for this role spans from SCP 11-17 (dependent upon experience and qualifications)

PRIME OBJECTIVES OF THE POST

- Under the guidance of appropriate senior staff: be responsible for compliance, maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area be responsible for the maintenance of a clean and hygienic school interior.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Duties and responsibilities:

Effort Demands:

- Will work under own initiative with minimum supervision, managing conflicting priorities and referring only extremely complex issues to a member of the senior leadership team.
- Contribute to the planning, development and organisation of systems/procedures/policies.
- Responsible for the development and operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for work or repairs required to be carried out to maintain safe and satisfactory conditions (including all school compliance checks, fire safety and electrical equipment) and to maintain appropriate, accurate records.
- Undertake the procurement of school related site works and ordering of associated stocks and supplies ensuring that there are adequate levels at all times to meet the needs of the school within budgetary parameters. Taking delivery and arranging for the storage of materials, stores and other goods.

- Ensure all contractors on site are managed and delivery works in line with school policies and HSE regulations.

Responsibilities:

- Have an in-depth knowledge of and ensure compliance with policies and procedures relating to child protection, health, safety and security and confidentiality at all times, reporting all concerns to an appropriate person.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.
- Responsibility for the statutory compliance, maintenance and security of the premises, advising the Business Manager of any problems with appropriate suggestions for solutions/improvements.
- Responsible for the line management and performance of the cleaning staff, raising any concerns to the Business Manager.
- Control expenditure and assist the Business Manager to ensure that budgets are not overspent and best value is achieved.
- Attend and participate in relevant meetings, producing analysis and reports as required.
- Participate in training and other learning activities and performance development as required.
- Establish constructive relationships and communication with contractors and other agencies/professionals, ensuring that contracts on site do not cause a health and safety hazard or damage school property. Report matters of concern or noncompliance with contract specification to the relevant contractor.
- Contribute to the overall ethos/work/aims of the school and appreciate and support the role of other professionals.
- Insure the highest standards of professional conduct and confidentiality at all times.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all, treating all users of the school with courtesy and consideration.

Environmental Demands/Working Conditions:

- Required to be a key-holder for emergency call-outs. Evening/weekend duties for lettings may be a feature of the job (further information is available from the Business Manager).
- Regular outdoor work and exposure to the elements/weather.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

Fluency Duty:

- In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.
- For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level:

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Special Conditions of Service:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Other Considerations:

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good literacy, ICT and numeracy skills (GCSE (or equiv) Maths and English). 	

<p>Knowledge, Skills and Experience</p>	<ul style="list-style-type: none"> • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. • Experience of working as a handyperson, caretaking. • Experience of cleaning/site-keeping experience in a school or similar environment. • Detailed knowledge of all policies, procedures and regulations relevant to the role. • Knowledge of cleaning procedures required to meet specified cleaning standards. • Experience of the ability to relate well to children and adults. 	<ul style="list-style-type: none"> • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level. • Detailed knowledge of plumbing, electrical and decorating repair procedures. • Detailed knowledge of HSE regulations relating to schools compliance requirements, policies and processes. • Knowledge of the use of ICT and other specialist equipment/resources with willingness to participate in development and training opportunities. • Ability to self-evaluate learning needs and actively seek learning opportunities.
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This Personnel Specification

This personnel specification describes the job requirements on which the shortlisting and selection decisions will be based. To be selected for appointment you must be able to show that you meet **all** the “essential” requirements for the post. The very best candidates are also likely to meet some or all of the “desirable” criteria. To ensure that the shortlisting panel can make a proper assessment of your suitability for the post, please ensure that your application shows how you meet the requirements for the post.

References and Disclosure and barring checks

All offers of appointment will be subject to receipt of satisfactory references. Specified posts, such as this one, which might involve substantial one to one access to children will be subject to a DBS check. Information from the DBS (or any other source) which causes concern about the person’s suitability to work with children may lead to a withdrawal of the offer of appointment.

Equal Rights

Christ Church Academy is an equal rights employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities.



Selection Process Guidance

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate’s suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

Interview Day

The interview will consist of a formal interview and selection activities. Questions and activities are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Final Selection

Following the interview process, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Terms and Conditions

- The employer for this post is the Bradford Diocesan Academies Trust.
- An Enhanced DBS is required for this post.
- The post is subject to a 1 term probationary period.

Time line

Application Closing Date: 1/11/21

Shortlisting by 2/11/21

Interview date 5/11/21

Thank you