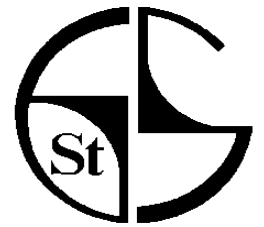


Site Manager for a Special School – St. Giles’ School



Salary	Salary will be calculated based on 25 hours per week for 52.14 weeks per year
Location	Croydon
Contract term	Permanent
Contract type	Part Time
Workplace(s)	Special Education
Position(s)	Other Support Positions
Job listing summary	A site manager is required to join our staff team at St Giles School. You should be a good communicator, have experience in dealing with contractors, maintaining school premises and an understanding of school health and safety requirements.
School contact	Stephen Hehir shehir5.306.306@lgflmail.org
Job start date	November 2023

Job Description

Salary Range: Grade 7, Scp 23-25

Contract: 25 hours per week, All Year Round - holidays to be taken by agreement

Start date: December 2023 or asap - to be agreed

The Headteacher and Governing Body are looking to appoint a reliable and enthusiastic site manager to join our admin and premises staff team at St Giles School. The ideal candidate will be committed, energetic, flexible, have high standards and take pride in the school environment. This is a key role that would suit someone with excellent communication and organisational skills. You must be able to make sure that the school is up to date in all aspects of health and safety and school building regulations and oversee the school's health and safety and maintenance requirements. Previous experience of working in a school environment or caretaking would be preferable. Some awareness of general DIY and basic premises maintenance would be advantageous. You will line manage the school caretaker and be supported by him to manage the cleaning staff, site security, cleaning when necessary, opening and closing the building as routine, general maintenance and decoration. You will be a nominated key holder

The successful candidate will:

- be able to work on their own initiative and be proactive in dealing with day to day tasks
 - be able to lead a team and to work as part of a team,
- have the ability to prioritise work, meet deadlines and liaise effectively with school staff and all contractors.
- Be able to identify when the building and resources requires repairs and make speedy arrangement to ensure these are carried out efficiently.
- be able to manage SLAs related to the school building requirements, the internal fabric and health and safety regulations.
- Be able to identify relevant policies and ensure they are up to date and that required maintenance contracts are identified and agreed
- Be able to advise and inform the Head teacher and Governors about health and safety requirements and strategic planning to ensure that the building and school environment is maintained appropriately to meet the needs of the school community

We can offer you:

- An opportunity to make a real difference in the lives of our very special pupils
- A welcoming and enthusiastic environment with a talented and dedicated staff team
 - A supportive and inclusive school community where everyone is valued
 - A bespoke programme of CPD
- A highly skilled and supportive governing body with a strong commitment to the school

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school follows safer recruitment procedures. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.

Please complete the on-line application form and write a letter of application showing your experience in relation to the job description and person specification which can be obtained from the Headteacher, Mr Stephen Hehir: office@st-gilesschool.co.uk

This post is subject to a successful probationary period.

Closing date 12.00 on Friday 1st December 2023

Interviews on Thursday 7th December 2023

Early applications are welcomed and we reserve the right to interview earlier for exceptional candidates.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. If you are appointed, you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. If you are shortlisted for interview, you will be required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e., that are not filtered out*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

You will also be required to disclose any other information that would suggest that you may be unsuitable to work with children. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for.

However, should you not declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy.

Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation. *Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are 'protected' meaning that they are not subject to disclosure to employers and cannot be taken into account.

All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection on the Gov.uk website and further information on disclosing a criminal record can also be obtained from Nacro: www.nacro.org.uk. It is a criminal offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Online Searches following shortlisting:

In line with the statutory guidance document Keeping Children Safe in Education (2023), the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview. The purpose of the online search is to uncover any information that may suggest the candidate is:

- a potential safeguarding risk
- their appointment may damage the reputation of the school or;
- they are unqualified for the role they have applied for.

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview. All online searches will be conducted by individuals who are not involved in any other aspect of the recruitment process. No irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant. All candidates will be treated consistently.

The same online search for all shortlisted candidates will be undertaken consisting of:

- A Google search of the candidate's name linked to their current employer, previous employer, educational institutions attended, previous job titles and news articles