

Success Academy Trust



JOB APPLICATION PACK

Thomas Estley Community College



Station Road
Broughton Astley,
Leicestershire, LE9 6PT

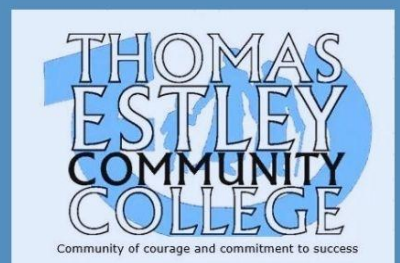


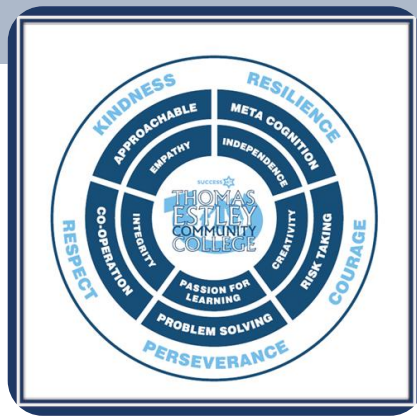
01455 283 263



thomasestley.org.uk

APPLY NOW





Community of Courage & Commitment to Success

Aiming to achieve our best.

Taking full advantage of every **learning opportunity**.

Showing **resilience** through our experiences and challenges.

Seeking out our **talents** and following our dreams.

Reaching out for opportunities to **lead and encourage others**.

Making **a positive difference** and celebrating success.

Including the **whole community**, sharing, caring and giving time as needed.

Treating each other with **kindness, fairness and respect**.

Finding space in our lives for **fun, joy, praise and laughter**.

Station Road, Broughton Astley, Leicestershire, LE9 6PT Tel: 01455 283 263
admin@thomasestley.org.uk - www.thomasestley.org.uk

Dear Applicant,

02/06/2025

TRUST SECONDARY COMPLIANCE AND SITE MANAGER

Thank you for your interest in the post of **Trust Secondary Compliance and Site Manager** at this Community College and lead school in the TELA Learning Alliance. Please find below some information regarding the college and this post. You will also find extra information on our college website at thomasestley.org.uk and on the OFSTED website. We hope that you will find the information of value in considering and, if appropriate, making your application.

At Thomas Estley, we Build Leadership and Character Together as part of a community of courage and commitment to success. We are part of a successful multi academy trust which provides excellent quality, comprehensive, non-selective and inclusive education through primary and secondary education in Leicestershire, and the lead school in TELA learning alliance. We collaborate to provide mutual support, share good practice and learn from each other, whilst retaining and developing our own distinctive character. Our ethos is to be a welcoming, inclusive family community college that provides the best for, and expects the best from all students and staff, and we are well known locally for our warm family atmosphere, as well as our commitment to growing leadership at all levels for students and staff.

The Trust Secondary Compliance And Site Manager should be able to provide a seamless premises support service in conjunction with the Premises and cleaning team. Provide liaison and direction to others as appropriate to ensure the provision of high quality, cost-effective site maintenance and development, security and cleanliness of all College premises and grounds to ensure students, staff and other users have a comfortable, clean, safe, well maintained environment in which to work and use facilities. They should also provide advice and guidance to other Trust schools as directed.



Station Road, Broughton Astley, Leicestershire, LE9 6PT Tel: 01455 283 263
admin@thomasestley.org.uk - www.thomasestley.org.uk

We offer you:

- A fantastic team of staff to work with and be a part of – the ‘Thomas Estley family’
- An inclusive, diverse workplace where everyone can thrive.
- A popular and oversubscribed school with waiting lists in operation in a number of year groups and strong academic outcomes
- Free membership of the SAS Wellbeing scheme (including 24 hours access to GP advice, physiotherapy, counselling and a wealth of other wellbeing services) and our inhouse staff wellbeing enhancement offer
- A personalised ‘Success AT Career plan’ with twice annual review to ensure the right blend of support and challenge
- Commitment to continuing professional development and leadership development
- A generous pension scheme, combined with full teachers' pay and conditions
- Induction mentoring, whatever your skills or experience.

If you are interested in an opportunity to work with us through this exciting period of growth and innovation along the lines outlined in the enclosed details, then we look forward to receiving your application. This post is subject to enhanced disclosure from the Criminal Records Bureau.

Your application should include a completed support staff application form with the names and addresses of two current professional referees. Please ensure that your letter matches your philosophy, practice and experience to the items in the job and person specification.

We look forward to receiving your application via email to hr@thomasestley.org.uk. Please note the closing date for applications is **30th June at 12:00 pm.**

Yours sincerely

Mandi Collins
PRINCIPAL



Featuring additional entitlement to our 'Three Steps to Success' for all our Success Academy Trust staff...



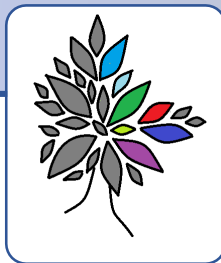
ENTITLEMENT TO OUR TRUST TRAINING PACKAGE AS
APPROPRIATE TO CAREER STAGE DEVELOPMENT, ROLE
AND EXPERIENCE



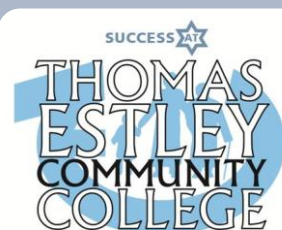
TALENT MANAGEMENT DEVELOPMENT ROUTES
WITHIN THE TRUST WITH A PERSONALISED CAREER
PLAN



WELLBEING FOR SUCCESS – OUR OWN PERSONAL
WELLBEING AND SUPPORT PACKAGE TO HELP YOU
FLOURISH



Please visit [Success Academy Trust](https://www.successat.org.uk) to view 'Who we are'



Job Title: TRUST SECONDARY COMPLIANCE AND SITE MANAGER

Grade: 10: £34,350 – £37,950 FTE per annum (pending pay award)

Hours: 37 hrs per week Mon- Fri generally/ flexibility to cover for absent Premises Officer. Some overtime as agreed including Premises Officer Opening/Closing duties.(This will be paid at PO rate unless working on site undertaking Site Manager responsibilities)

Responsible to: College Manager - In addition, carry out reasonable instructions of the College Principal and Vice Principals

Line Manager To: Premises Officers; Cleaning Team. Responsible for Contractor induction/ liaison on site

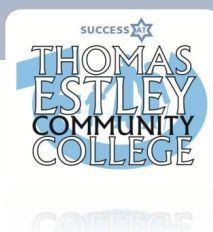
Key relationships with: Trust Operations Lead, Reception team; Teaching staff; Technicians and other support staff; College members, Trust Business Managers, Students, parents and local community/ facility hiring members

Job purpose:

To provide a seamless premises support service in conjunction with the Premises and cleaning team. Provide liaison and direction to others as appropriate to ensure the provision of high quality, cost-effective site maintenance and development, security and cleanliness of all College premises and grounds to ensure students, staff and other users have a comfortable, clean, safe, well maintained environment in which to work and use facilities. Provide advice and guidance to other Trust schools as directed.

WHOLE COLLEGE RESPONSIBILITIES:

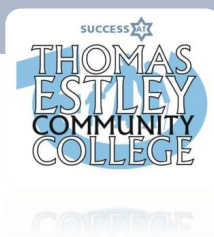
- Support current policies and recognised good practice within the college
- Be aware of the importance of confidentiality and data protection
- Participate in annual Performance Reviews with your Line Manager, based on agreed objectives.
- Willingness to be flexible in both approach and use of time.
- All tasks should be undertaken with due regard to Health & Safety regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.



THOMAS ESTLEY COMMUNITY COLLEGE - PERSONNEL SPECIFICATION

Job Title: TRUST SECONDARY COMPLIANCE AND SITE MANAGER
Scale: Grade 10 - £34,350 - £37,950 FTE per annum (pending pay award)

QUALIFICATIONS & TRAINING	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>English and Maths at GCSE/Literacy and numeracy to perform the tasks</p> <p>Driving licence and use of own car</p> <p>Basic computer literacy</p> <p>COSHH</p> <p>Manual Lifting</p> <p>Considerable DIY experience at the level of minor maintenance.</p> <p>Experience of dealing with variety of stakeholders in person, by email, and on the telephone</p> <p>Working with chemicals and cleaning machinery / equipment</p> <p>Able to use electrical and mechanical equipment</p>	<p>IOSH Health and Safety training</p> <p>Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating).</p> <p>First Aid qualification</p> <p>Experience of working in a school or other site management role</p> <p>Experience of overseeing other works i.e. contractors, cleaners etc. and of undertaking responsibility for the care and maintenance of premises.</p>



THOMAS ESTLEY COMMUNITY COLLEGE - PERSONNEL SPECIFICATION

<p>SKILLS/KNOWLEDGE PERSONAL ATTRIBUTES</p>	<p>Excellent communication skills, both verbal and written</p> <p>Ability to work under pressure and remain calm in difficult situations</p> <p>Adaptability to changing circumstances and ideas.</p> <p>Ability to plan own workload and be aware of other colleagues' priorities</p> <p>Highly motivated, and able to analyse and problem solve</p> <p>Courteous and polite</p> <p>Energy and enthusiasm.</p> <p>Reliability and integrity.</p> <p>Resilience.</p> <p>Personal organisation.</p> <p>Good communication skills.</p> <p>Good team worker.</p> <p>Willingness to undertake staff development and training.</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations</p> <p>Must be eligible to work in the UK</p>	<p>Knowledge, understanding and ability to apply regulations, such as health & safety, manual handling, COSHH etc</p> <p>The ability to understand and operate electrical/mechanical systems.</p> <p>Knowledge of fire safety</p> <p>Knowledge of safe systems of work Competence in basic building repairs and maintenance.</p> <p>Knowledge of DIY rules and regulations.</p>
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MAIN DUTIES & RESPONSIBILITIES:

- Ensure a safe working environment in accordance with Health and safety regulations
- In liaison with Trust Operations Lead, implement Health & Safety Policy and current Health & Safety Legislation at the college, and provide advice, support and guidance to other Trust schools as directed around compliance and health and safety
- Support any audit/inspections to the site from H&S officers/ HSE/ Dfe etc including overseeing site actions as a result of any recommendations from such audits
- Undertake/oversee and update annually risk assessments relating to the College buildings and the College grounds, to ensure that students, staff and other users have a healthy and safe workplace
- Keep up to date records on the College's e- contract management/ compliance and asset management system
- Facilitate the work of specialist nominated contractors during annual checks and risk assessment updates.
- Ensure that staff are aware of their Health and Safety responsibilities after training and review any related Risk Assessments with team at least annually – they should be signed off as read and understood
- Ensure all health and safety checks are performed and paperwork completed in line with national, Trust and college policy.
- Bring to the attention of the College Manager any disregard for health and safety.
- Keep access paths clear and safe including during snow and frost conditions, minor flooding and emergency situations
- Ensure that legionella checks are carried out as per policy ensuring any problems are reported to Responsible Person and Property Services Control Desk (H&S Policy)
- Annually inspect (or more often as directed within the Asbestos Site Management log book) all asbestos on site and complete and return the report appropriately. Monitor the condition of asbestos within the site on a regular basis during the course of normal duties and report damage to or deterioration of asbestos within the site swiftly to college manager/Principal (from H&S Policy)
- Keep College COSHH data sheets up to date and share information with Premises Team. Follow COSHH procedures and ensure that site and premises team follow them effectively.

- Carry out any location or activity risk assessments as required (incl COSHH; Manual Handling etc)
- Ensure that mechanical aids, steps and other equipment used are in a safe condition.
- Ensure that portable appliance testing for all electrical equipment in the College is carried out by trained internal and external staff as appropriate.
- Ensure weekly visual checks on fire fighting equipment and that fire routes are clear.
- Carry out weekly check of break fire points on rotation basis and implement/ update Fire Procedure.
- Ensure health & safety guidance is followed as per conditions of Theatre and Public Entertainment licences.

STAFF DEPLOYMENT AND TRAINING

- Management of day to day work of Premises Officers and cleaning staff to maximise response to job purpose including ensuring an effective preventative maintenance schedule.
- To ensure Premises Officers and cleaning staff are adequately inducted and given on-going Health & Safety and other relevant training as required.
- Review and write premises team task risk assessments for activities undertaken, including: Manual Handling; Use of ladders/ scaffolding; Working at height; Working Alone; Use of electrical equipment; Use of hand held tools and are aware of appropriate control measures from H&S Policy.
- Monitor operating procedures and schedules and deploy site and cleaning staff as necessary eg to cover sickness, following building work etc.
- Review cleaning quality checks weekly and take action as required.
- undertake annual reviews of Premises Officers and cleaning staff and hold accountable for performance.
- Ensure effective and up to date training of cleaning/ premises staff including Health and Safety/ compliance.
- Undertake weekly Premises team briefing to promote effective communication.

ADMINISTRATION AND FINANCE

- Make out timesheets/ holiday records/overtime sheets for premises and cleaning team, to be counter-signed by College Manager
- Complete and update health and safety risk assessments/ COSHH data sheets and other monitoring logs as necessary

- Order cleaning/repair and maintenance materials as required, within given budget and to ensure stock well maintained.
- Monitor and review budget allocations connected with site maintenance, security and premises – using available budget to plan appropriate schedule of repairs and replacement in conjunction with the College Manager and the school premises development plan
- Provide reports to governors as/when required on site updates
- Monitor/liase with premises team and cleaners over working times for hours during school holidays/training days to College's best advantage given timings of any building works or other restrictions

SECURITY

- To be responsible for the overall security of the premises and contents and delegate this effectively to premises officer when not personally on site.
- To develop and oversee effective security systems and procedures throughout the building and premises (including security checks at weekends and closures and respond to security call outs if duty holder requires to be in attendance, ensure emergency security repairs completed) liaising as necessary with contractors and Emergency Services to maximum the security of the premises and its contents and to reduce likelihood of fire and opportunities for vandalism.
- To ensure that a member of the premises team makes secure the premises at the end of the normal working day including setting of security alarms, and ensuring all windows and doors are secured – responsibility for key inventory/control in coordination with PA to the Principal.
- To report trespass, impact damage and unauthorised parking to college manager/Principal and to external agencies (eg police) as appropriate.
- To ensure the site gates are manned by PO staff at start and end of school day to restrict vehicle entrance to staff and College buses at these times.
- Liaise as necessary with all emergency services including calling in services if required, ensuring clear access at all times

CONTRACT MONITORING

- Liaise and deal with all contractors working on site. Check work to be carried out by contractor (eg if hot works permit needed this to be issued by Site Manager after appropriate risk assessment; appropriate screening off from students organised; timing of deliveries and any storage needs) If there is any concerns about the safety of the work undertaken or the way in which it is being undertaken, Site Manager should direct the contractor to stop immediately (from H&S Policy)

- Ensure contractors have signed in at reception, and signed the contractors on-site maintenance log book and are given a copy of the College's Health & Safety Policy for contractors on-site
- Undertake Contractor induction procedures ensuring contractors view and sign the contractors register in the latest Asbestos Report prior to starting any work when attending site and are aware of procedures to be followed if unidentified materials are discovered
- Organise for contractor H&S services as required for premises related activities including (but not limited to) Fire/ Asbestos/ Legionella/ Gas/Fixed electrical/ Lifts/PE Equipment etc – ensuring that service inspections are received, uploaded and recorded in Every – Compliance Management software and that any action identified from those inspections are followed up and completed by liaising with the college manager/Trust operations lead.

HEATING, VENTILATION, ELECTRICAL

- To oversee the operation of the heating and hot water plant/ boilers, ensuring eg recommended temperatures are maintained, frost precautions are in place, all maintenance is routinely achieved, and liaising with heating engineers if needed.
- Ensure that premises team know the location of main stop cocks and valves and main electricity breakers and that proper safety precautions are observed, eg in the boiler house.
- To understand air handling and ventilation issues across the building(s) through the development and deployment of an appropriate site ventilation strategy in line with HSE/Dfe guidance
- Ensure that lights are maintained and replaced where needed, using appropriate equipment.
- Ensure electrical fittings are regularly inspected and arrange any contractor repairs, or inhouse repairs such as plugs/fuses

ENERGY CONSERVATION

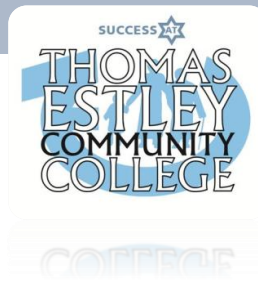
- Implement all agreed policies as requested by Trust Operations Lead/ College Manager and suggest ongoing improvements
- Read, record and report all meter readings appropriately and monitor/ highlight trends to college manager
- To work in conjunction with the College Manager in undertaking an Energy Audit of the premises use and develop appropriate action plan for improvement

MAINTENANCE AND CLEANING

- Agree with the College Manager and thereafter implement a programme of ongoing maintenance and improvement/new work, identify the most appropriate resources (eg Premises Officers, external contractors) to achieve timescales, best value for the College and make best use of own and Premises Officers' skills
- Ensure that the premises team carry out general repairs to doors, furniture, plumbing, ground level glazing, etc promptly and regularly, and that the premises and cleaning team keep walls and floors (eg painting, cleaning, shampooing) fresh and clean, with any internal and external graffiti or bodily fluids an immediate priority.
- Organise cleaning of inside of external windows and both sides of any internal windows and door glass during longer school holidays.
- Organise litter picking as required to maintain as far as possible a litter free site
- Inspect outside fabric of all building and grounds regularly, including pathways, drains and gullies, and arrange repairs/cleaning schedules effectively
- Monitor grounds maintenance and submit report sheet/ liaise with contractor as required for any changes to work programmes

OTHER DUTIES

- Carry out college Lettings and overtime duties as required (with appropriate notice)
- Ensure all college clocks and time switches are accurate.
- Ensure that premises team complete portorage (deliveries, furniture, heavy equipment) as required.
- Ensure that college laundering is carried out regularly including cleaning cloths, curtains, etc.
- Support and sustain effective communications throughout the College arising from premises related issues.
- Keep radio & site manager mobile with you at all times when on duty.
- Act as point of contact for Affiliated Football clubs enquiries



All **Thomas Estley Community College** employees are expected to promote and safeguard the welfare of students at this school.

The job description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character and requirements of the post or the level of responsibility entailed.

Variations are a common occurrence and do not necessarily constitute additional responsibilities or warrant a higher grade.

