



Communicating Love; Inspiring our Community to Flourish



Candidate Information Pack

School Site Manager SCP 4 – 6 (£18,795-£19,544) FTE 25Hours p/w
St Gabriel's CofE Academy
Houlton
CV23 1AN



Letter from the Headteacher

Dear Applicant,

Thank you for expressing an interest in the post of School Site Manager at St Gabriel's Church of England Academy.

The role offers the successful candidate the opportunity to care for and maintain our fantastic building and grounds for the benefit of the whole school community and to create efficient practices as we grow into our use of the space.

St Gabriel's CofE Academy opened in September 2018 and now has around 190 pupils spanning the primary age range; we also have a Nursery class attached and several out of hours activities run each week.

The building is an amazing learning space which allows us to provide wonderful opportunities for children and is the first school to be constructed on the Houlton development in Rugby, providing a focal point for the new community here. The school is the first in the Houlton Church of England Multi Academy Trust.

The successful candidate will have the opportunity to take up post in September to work alongside the team.

You will play a vital role in supporting the team as we strive towards our vision of:

'Communicating Love; Inspiring our Community to Flourish'

At St Gabriel's we are dedicated to inspiring, challenging and supporting them to fulfil their potential, making them feel valued, loved and able to flourish. As a Church of England Academy, all of this is underpinned by our inclusive Christian ethos as we work for the common good of everyone, nurturing success for all.

I hope this information pack will capture your interest as you carefully consider the opportunity on offer here. This will undoubtedly be a challenging yet rewarding position, offering you the chance to be part of something new. If you feel inspired by the challenge, I would love to hear from you.

Andrew Taylor
Headteacher



Context

St Gabriel's CofE Academy is the first school to open in the Houlton Church of England Multi Academy Trust. The school is the first to be developed on the new urban extension to Rugby known as Houlton. Over the next 10-15 years, this area will add around 6,200 homes to Rugby, creating a demand for around 6 forms of primary education. Three primary schools and a secondary school are planned to serve the families moving into the area, along with healthcare provision, community space and commercial units to create a sustain-able, linked yet distinct community. The Houlton Church of England Multi Academy Trust has been established as a partnership between the Coventry Diocesan Board of Education and the master developers of Houlton, Urban&Civic plc.



Coventry Diocesan Board of Education

The Coventry DBE is a family of 75 Church of England schools and academies with a clear, strong vision and ethos to empower school leaders to be courageous, equipping them to deliver excellent Christian education so that all will flourish to achieve their full potential. The aim in establishing Diocesan Multi Academy Trusts (DMATs) is to build and oversee the growing family of DBE schools with a core mission 'to build a better future for all within our Academies who in turn will positively impact their communities.'

The DBE is guided by the following values:

- Educational excellence
- Needs of the individual child at the heart of decision making
- Affording and nurturing dignity with high expectation and challenge
- Celebration of success for all
- All members of the school community valued equally
- Love, forgiveness and reconciliation at the heart of all relationships
- Governance based on mutual consultation and partnership
- Highest moral and ethical standards
- Leadership guided by integrity, courage, humility and service

Urban&Civic

Urban&Civic plc

Also a member of the Trust, Urban&Civic is a strategic property development and investment company which takes a long-term interest in the strategic sites which it masterplans and develops.

A key tenet of Urban&Civic's approach is to ensure infrastructure is delivered from the outset to reinforce the establishment of communities early on. Schools are central to this ambition and, from their experience of delivering and establishing successful Academies in Westminster and Chobham (Stratford), they fully recognise that their location, design and management require careful consideration and expert involvement.

Ethos

At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We communicate God's love and hope for the future to the children in our care and the community we serve by providing the best possible educational experiences and support for children and families. Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society



Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

Communicating Love; Inspiring our Community to Flourish

Job Description – School Site Manager

Starting salary: SCP 4 – 6 (£18,795-£19,544) FTE 25Hours p/w
Pro rata; 41 weeks.

Immediately responsible to: The School Site Manager is managed by and is directly accountable to the Headteacher and Trust Business Manager. At all times the post holder will operate within school policies and procedures.



Purpose of the Job

The School Site Manager has general responsibility to maintain the appearance, security and operating capacity of the building facilities. Supervision and organisation of all regular cleaning duties, including vacuuming, operating floor scrubber, glass cleaning, dusting, toilet cleaning, and ensuring the school is always looking its best for users. Key holder duties to include opening and locking the facility, responding to call outs and facilitating events and lettings. Regular Health and safety checks and maintaining compliance. Maintaining cleaning material stock levels, and quality control of other cleaners. Regular maintenance of the facilities including 'handy-person' jobs, such as painting and responding to snags. Liaison with contractors engaged to work on the facility.

Duties and Responsibilities

Cleaning:

- Maintaining the appearance of all communal areas of the school including the entrance, corridors and hall spaces.
- Floor scrubber machine operation, vacuuming and mopping.
- Internal glass cleaning.
- Maintaining cleaning material stock levels.
- Supervision and quality control of other cleaners.

Security

- Be a designated key holder for the property and alarm responder.
- Ensure the secure opening and locking of the site each working day.

Property:

- Conduct regular maintenance and improvement of the school property where required.
- Regular Health and Safety Checks.
- Liaison with School Business Manager to report issues and enlist contractors.
- General COSHH responsibility.

Other

- Act as an ambassador for the school, promoting the ethos, aims and provision at St Gabriel's Church of England Academy.
- Any other duties required by the Headteacher, which are within the scope of this post.

This job description is subject to annual review. It may be amended at the request of the Headteacher or post holder after full consultation.

Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements when completing your application.



Education and training		Essential	Desirable	Measured by:
	Evidence of further professional development		✓	Application
Relevant Experience				
	Working in a school environment		✓	Application and interview
	Cleaning and Maintenance experience	✓		
Knowledge and Skills				
	Knowledge of operational cleaning procedures	✓		Application and interview
	Awareness of Health and Safety, COSHH, Fire regulations and Risk assessments relating to welfare of building users	✓		
	Competent at 'handy-person' jobs such as painting or DIY		✓	
Personal Qualities				
	Positive and flexible	✓		Application and interview
	Ability to work independently and demonstrate initiative	✓		
	Seeks solutions to problems	✓		
Additional				
	Demonstrates an understanding that at all times the best interests of the children must be promoted	✓		Application and interview
	Commitment to upholding and promoting the school's ethos and values	✓		

Safeguarding

	Appreciates the significance of child protection and safeguarding for all individual children and young people whatever their life circumstances.	✓		Application, interview and references
	Can demonstrate a commitment to establishing a culture of safeguarding for the whole school community.	✓		

*St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration. **The post holder will be required to take responsibility for and uphold a culture of safeguarding with particular regard for visitor management, security and record keeping.***

Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact Mrs H Wilmot at office@stgabrielscofeacademy.org

**Please note the closing date for applications is 12:00pm on
Thursday 16th July 2020**



Contact Details

Completed applications and supporting documents should be sent via email to:

office@stgabrielscofeacademy.org

or posted to:

Mr Andrew Taylor, Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN

If you do not receive acknowledgement of an electronic application, then please phone

01788 222405

Interviews for shortlisted candidates provisionally w/b 20th July 2020

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy

Houlton

Rugby

Warwickshire