**THE SCHOOL**

**Site Manager ~ School Information**

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. His determination not to abandon his Catholic faith during the reign of Elizabeth I caused William to flee to the continent in 1565. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests and return to England to keep alive the Catholic faith.

We were once again oversubscribed for September 2017 having received in excess of 370 applications for the 165 places available. Our pupils come from a wide-ranging catchment area. Eight feeder Catholic Primary Schools situated in the boroughs of Wyre, Fylde and Blackpool Unitary Authority serve the school in the main. Some children travel significant distances to school from the parishes of St. Mary’s, Great Eccleston and St. William’s, Pilling. Links between Cardinal Allen and feeder primary schools have always been very strong.



The care and welfare of our pupils are vital to us. The school is founded on the teachings of Christ and promotes a distinctive Christian ethos where every pupil is considered as unique and important. Our 810 pupils form a friendly, open school in which discipline is good and where a high value is placed on order, respect for others and endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations.

Our school is constantly striving to achieve higher standards as reported in our most recent Ofsted Report (2015) and in our **SECTION 48 Inspection Report (2017)** which described us as an “**Outstanding Catholic School**”. We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country, we were recently redesignated a Full International School by the British Council and staff and pupils enjoy an annual exchange visit with our partner school in India.

**Quotes from our most recent inspections include:**

*“Cardinal Allen is an outstanding Catholic School”* (Section 48 2017)

“*Pupils are proud to belong to Cardinal Allen Catholic High School; they are greatly appreciative of all that the school provides and how it supports and nurtures them. They feel encouraged and inspired to live by the school motto and be all that you can be”*. (Section 48 Inspection 2017)

*“The executive headteacher, headteacher, governors and senior leadership team provide outstanding leadership.”* (Ofsted 2015)

*“A whole-school focus on improving teaching and students’ academic and personal development has led to significant improvements across the school. The school has an excellent ability to continue to improve further.”* (Ofsted 2015)

*“Students behave outstandingly well. They are courteous and polite, relate very well to each other and to adults and are very happy at school. They are very enthusiastic about learning.”* (Ofsted 2015)

“*The behaviour and attitudes of pupils observed throughout the inspection were exemplary*.” (Section 48 2017)

*“The spiritual, moral, social and cultural education of students is outstanding and is an integral part of school life.”* (Ofsted 2015)

“*The ethos of the school is rooted firmly in the teaching of the Catholic Church. The fruits of this ethos are manifest in the pupils and staff in the school; through the very strong relationships and in the profound sense of belonging and of pride that exists*.” (Section 48 2017)

**THE PLACE**

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. This area of Lancashire forms part of the Wyre District which stretches from the towns of Fleetwood, Thornton-Cleveleys and Poulton-le-Fylde to the rural villages of Over Wyre and hills of the Trough of Bowland. A wide variety of housing is available along the Fylde Coast and the area is within easy reach of the M55 motorway which allows quick access to Preston, Manchester, the Lake District and the Yorkshire Dales. Both the cities of Preston and Lancaster are within a 30 minute drive.

**THE SITE TEAM**

**WHO WE ARE LOOKING FOR**

All staff are expected to make a positive contribution to the life of the School. The aims and purposes of the School are expressed in the school’s Foundation Statement

A programme of professional and pastoral support is given to all new appointments. The appointment will be based on the **Catholic Education Service contract of employment** which will be offered to the successful candidate by the Governors.

**THE PROCESS OF APPLICATION AND INTERVIEW**

Applicants should complete the CES application form. **[Please only use the version of the CES application form available from the school website]** Your application should be addressed to The Business Manager, Mrs J Abra, ([j.abra@cardinalallen.co.uk](mailto:j.abra@cardinalallen.co.uk)) and its receipt will be acknowledged by the school. The closing date for receipt of applications is noon on Thursday 1st February 2018 with interviews on Friday 9th February 2018.

**AND FINALLY**

I hope you will feel encouraged to apply for this post and I look forward to receiving your application. Should you want to discuss the post further or indeed want to visit the school, please contact Mrs Jane Abra, the school’s Business Manager.

Andrew Cafferkey

Headteacher

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**Site Manager ~ Job Description**

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| **Main responsibilities/Purpose:**  Will undertake a full and pro-active role in the development of the school and use of premises by the local community. Will contribute ideas and strategies and provide an active input in relation to all matters concerning the premises/site. To organise and manage the premises, taking the lead on all site-related matters, including managing the caretaking operations of the school, monitoring contract compliance, to the agreed quality standards, taking a lead role on Health & Safety, reporting to the Business Manager and ensuring security of the site and related resources, ensuring risk assessments are undertaken, training is provided to staff, and statutory regulations are complied with. |
| **Responsible to:** Headteacher, Business Manager |
| **Responsible for:** School Caretaking Team |
| **Line Manager:** Business Manager |
| **Liaising with:** Business Manager, Cleaning Supervisor, Contractors, LEA Representatives, External Agencies |
| **Working Time:**  37 hours per week, Full Year. |
| **Salary/Grade:** Grade 6 SCP 1-26, Actual salary £20,138 - £23,398 |
| **Post duties:**  **Relating to School Mission Statement:**   * In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Cardinal Allen places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. All staff are expected to set a positive example to others in this respect.   **Main Activities**  **In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts.**  **Security**   * Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the alarm; * Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations; * Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and managing contractor activity on-site.   **Supervision**   * To organise and manage the work of the caretaking team; * Undertake induction and appraisal of caretaking staff and allocate duties and hours of work; * Planning own work and that of assistant (issues relating to supervision/management of staff); * Provide/arrange the appropriate induction and training of assistant; * Monitor the progress of the Caretaking team and identify appropriate training and development opportunities for team members to increase the effectiveness of the function.   **Maintenance**   * To monitor the work of the caretaking staff to ensure that the school buildings and premises are kept to a high standard of repair and are safe for staff, pupils and visitors; * To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes; * In accordance with any existing Service Level Agreement with LCC Property Group, draw up, or assist in the drawing up of site maintenance plans and specifications for work to be undertaken by contractors and arrange for works to be undertaken; * Monitoring the progress of projects involving outside contractors; * Monitoring the grounds maintenance function, including managing the contract for the provision of grounds maintenance where one exists; * Monitoring and ensuring the cleanliness of the school premises and furnishings; * Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate; * To arrange for the caretaking team (including the postholder) to carry out first-line repairs which are not beyond the competence of the staff concerned.   **Other Duties**   * Testing portable electrical equipment if trained and accredited to do so; * To liaise with the company who manage the out-of-school hours letting of the school premises; * Maintenance of inventory in respect of equipment. Carrying out an annual check of equipment against the Inventory; * To investigate opportunities for recycling of the school’s waste, and offer advice and guidance to school staff on appropriate recycling systems; * To act as the school’s energy manager, monitoring energy costs and ensuring conservation of energy through efficient procedures and systems; * By involving pupils and staff of the school, to constantly seek ways of improving the working surroundings and of managing the premises in a more efficient and cost-effective way; * To take money to the bank as/when required; * To be responsible for the safety of the mini-bus – regular checks/arranging servicing/MOT; * To undertake training as appropriate.   **Health and Safety**   * To be responsible for all aspects of Health and Safety connected with the school premises and site, including the completion of appropriate risk assessments, and ensuring compliance with all statutory regulations; * Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Committee for the school; * Monitoring the appropriate Health and Safety procedures in use in the school and reporting any issues to the Business Manager; * To develop and implement policies and procedures in the area of Health and Safety within the school; * To ensure that the appropriate staff within the school are fully aware of CoSHH legislation; * To design and deliver Health and Safety training for staff within the school; * To act as Health and Safety Officer for the school; * To undertake regular testing of the school burglar and fire alarm system, and to maintain appropriate records in relation to this.   **Finance**   * To be responsible for monitoring the delegated maintenance budget and regularly reporting budgetary information in relation to this to the Business Manager; * To develop and promote the school premises to the outside community;   **General**   * To fully participate in the school’s appraisal scheme where appropriate; * The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.   **Note: In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.**  **Equal Opportunities**  We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.  **Health and Safety**  All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.  **Safeguarding Commitment**  This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| **Signature Post Holder: Date**  **Signature Line Manager: Date**  **Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.** |

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**Site Manager ~ Person Specification**

| **Selection Criteria** | **Essential / Desirable** | **To be identified by: eg application form, interview, reference etc)** |
| --- | --- | --- |
| **Personal Attributes required (on the basis of the job description)** |  |  |
| **Qualifications** |  |  |
| NVQ Level 3 or qualification in Caretaking (or equivalent) | **D** | **A, I** |
| Full driving licence | **E** | **A, I** |
| **Experience** |  |  |
| Experience of working as a caretaker or site supervisor | **D** | **A, I, R** |
| Experience supervising staff | **D** | **A, I, R** |
| Experience of writing maintenance programmes | **D** | **A, I, R** |
| Experience of planning and programming work | **D** | **A, I, R** |
| Experience of writing specifications | **D** | **A, I, R** |
| Experience of budget management | **D** | **A, I, R** |
| Experience of testing portable electrical equipment | **D** | **A, I, R** |
| Experience of designing and delivering training | **D** | **A, I, R** |
| Experience of writing and implementing policies | **D** | **A, I, R** |
| Experience of managing contracts | **D** | **A, I, R** |
| Experience of working within a school | **D** | **A, I, R** |
| **Knowledge and Skills** |  |  |
| Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard | **D** | **A, I, R** |
| Ability to organise, lead, motivate, manage and develop a team | **D** | **A, I, R** |
| Ability to resolve conflict | **D** | **A, I, R** |
| Ability to develop effective working relationships | **D** | **A, I, R** |
| Attention to detail skills | **D** | **A, I, R** |
| Ability to work as part of a team | **D** | **A, I, R** |
| Excellent oral and written communication skills | **D** | **A, I, R** |
| Flexible attitude to work | **D** | **A, I, R** |
| Ability to work in an organised and methodical way | **D** | **A, I, R** |
| Ability to pro-actively engage with the local community | **D** | **A, I, R** |
| Time management skills | **D** | **A, I, R** |
| Ability to contribute ideas for developing the site | **D** | **A, I, R** |
| Ability to monitor performance and ensure contract compliance | **D** | **A, I, R** |
| Excellent customer service skills | **D** | **A, I, R** |
| Knowledge of Health and Safety legislation | **D** | **A, I, R** |
| Knowledge of CoSHH legislation | **D** | **A, I, R** |
| Knowledge of processes for engaging contractors | **D** | **A, I, R** |
| Knowledge of Recruitment and Selection procedures | **D** | **A, I, R** |
| Excellent numeracy skills | **D** | **A, I, R** |
| Basic DIY, maintenance and repair skills | **D** | **A, I, R** |
| Ability to use powered tools and equipment relevant to the role (drill, floor buffer) | **D** | **A, I, R** |
| IT skills (i.e. working knowledge of spreadsheets, databases, word processing packages) | **D** | **A, I, R** |
| Effective administrative skills | **D** | **A, I, R** |
| **Other** |  |  |
| Commitment to safeguarding and protecting the welfare of children and young people | **D** | **I** |
| Commitment to equality and diversity | **D** | **I** |
| Commitment to health and safety | **D** | **I** |
| Commitment to undertake relevant development | **D** | **I** |
| Willingness to work occasionally outside of contracted hours (e.g. Parent Evenings, lettings) | **D** | **I** |
| Willingness to respond to emergency callouts | **D** | **I** |

*Note: We will always consider your references before confirming a job offer in writing.*