



# Prudhoe Community High School Site Manager

Recruitment Pack



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

## Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

## Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

# About Prudhoe Community High School

Prudhoe Community High School is a very hardworking and caring school which draws students from 100 square miles around Prudhoe. Our Sixth Form provision caters for over 200 students. We have a good examination record at GCSE and A Level.

We are a school that is full of enterprise, drama, art, music and sport and regard these areas as crucial in developing a whole range of personal and social skills.

We work closely with our parents/carers and directly consult via a parent/carers group which meets half termly. There are opportunities to submit views via regular questionnaires for staff, students and parents/carers. We are part of the Cheviot Learning Trust.

## **We want our young people to:**

- Strive for excellence wherever and however they can
- Develop their values and learn to live by them
- Participate actively

## **We shall:**

- Strive for excellence
- Create a hardworking and caring, safe and stimulating community
- Work in partnership with our parents and carers and local, national and international organisations to enrich our outcomes

We are in the fortunate position of having moved to our brand new purpose built 'under one roof' school in September 2016. We have a brand new 3G pitch and sports facilities. This is a school where students will be challenged to work hard and give their best. We are a happy and caring school where individual needs are met and where every individual student matters.

## **About Prudhoe**

Prudhoe (population 19,000) lies in the southern part of Northumberland only 12 miles west of Newcastle. The area includes attractive rural countryside with dormitory villages, some industry along the Tyne Valley, and there is a wide range of good quality housing available. Prudhoe is close to the Northumberland National Park, yet enjoys easy access by road and rail to the urban amenities of the Tynedale conurbation.





## Job Advert

**Prudhoe Community High School, (13-18 years High School) Part of the Cheviot Learning Trust.**  
**Headteacher: Mrs Annmarie Moore.**  
**School Telephone Number: 01661 832486**

**Job Title:** Site Manager

**Salary /Grade:** Band 5 points 12 -17  
 (£26,421-£28,770) pay award pending

**Working Pattern/hours:** Full-time, 37 hours per week.

**Responsible to:** Headteacher, Line Manager, liaising with the COO and Leadership Team for site management

**Start date:** September 2024

Prudhoe Community High School are seeking to appoint a general Site Manager to ensure the buildings are managed and maintained to the highest possible standard to ensure the health and safety of students, staff and other users of this busy Community School. The post commences in September 2024. The current postholder works 6.45am to 2.45pm Monday to Friday. Duties to include, supervision of a caretaker, liaising with contractors and stakeholders, security of buildings, general maintenance tasks and other general duties. Additional payments are made for occasional weekend lettings, however the post will also need to provide cover for the wider site team periodically.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. Shortlisted candidates

will be subjected to an online search and may be asked to clarify or expand on information sourced, at interview.

This [policy](#) outlines the Trust's approach to the recruitment of ex-offenders.

If you would like to arrange a visit prior to submitting your application please contact Cherry Collings on 01661 832486 email [c.collings@pchs.cheviotlt.co.uk](mailto:c.collings@pchs.cheviotlt.co.uk).

Please return completed applications to: [c.collings@pchs.cheviotlt.co.uk](mailto:c.collings@pchs.cheviotlt.co.uk). The closing date for completed applications is **12 noon on Friday 19 July 2024**. Applications received after this date will not be considered.

In addition to a competitive salary the Trust contributes to a local government pension scheme for staff and provides staff with access to a range of salary sacrifice purchasing schemes and various health benefits including a generous sick pay scheme. Staff also have access to our recently refurbished onsite fitness suite.

### Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word

# Job Description

**Job title:** Site Manager

**Responsible to:** Headteacher, Line Manager, liaising with the COO and Leadership Team for site management

**Responsible for:** Caretaker and supervision of cleaning staff on behalf of the cleaning contractor

## Job Summary:

The purpose of the role is to support the management and development of the school site and premises. This will include managing school premises issues as they arise, developing a premises and maintenance plan and addressing all aspects of the asset Management Plan to ensure that the premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum.

The post holder will be required to be an experienced practitioner with significant practical skills. The role is both operational as well as managerial, therefore you will be required to have a 'hands on' approach and lead by example, as you will spend a significant proportion of your time involved in practical site activities.

## Hours of Work:

37 hours per week. The current postholder works 6.45am to 2.45pm Monday to Friday.

## Main Duties:

### Site Management

- Monitor the condition of the buildings on site to ensure that appropriate standards are achieved.
- Know and understand risk assessment processes and use this appropriately.
- Contribute to the strategic planning and development of the school site, and be proactive in identifying the most appropriate and effective solution to developing the facility needs of the school.
- Control, monitor and report on all premises related budgets.
- Preparation of schedules of necessary property related repair and maintenance

items in liaison with the Headteacher, and to work with the Line Manager on the management of a site development plan.

- Advise the Headteacher, LGB and COO on buildings related health and safety issues.
- Liaise with contractors including seeking quotes, vetting contractors and employing them to carry out work on site.
- Supervision of contractors for minor and major projects including all meetings.
- Complete the weekly Fire Log Book and maintain a true and accurate record of all statutory checks and equipment testing.
- To become one of the Designated First Aid personnel in school and use first aid reporting procedures as required.
- To liaise with management within the school and maintain the site diary of activities and events. To coordinate the setup, clearing and running of events such as, exams, parent's evenings, Life Skills days etc.
- To be contactable by the school, NCC, Police and Alarm Centre at all times. \* - Only after appropriate training is completed.

### Security of Premises

- To be responsible for the security of the School premises and contents, if necessary boarding up after break-ins
- To take charge of the site keys, which must not be handed over to any unauthorised person.
- To ensure processes are in place for the opening and closing of the site as follows; AM: To unlock all school buildings, external and internal doors, ensuring the building is safe for occupancy, rooms are suitably lit and heated in preparation of the working day. PM: To ensure all school buildings external and internal have been made safe and secure. To ensure the locking procedure is followed and alarms have been activated.
- To liaise with the out of hours keyholding service and respond to activities of the school alarm system or other incidents affecting the school premises outside normal working hours.

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## Cleaning of Premises

- To be responsible for ensuring the cleanliness of the premises and liaise with the external cleaning contractor to maintain required standard.
- To be responsible for the maintenance of hard floor areas.
- To be responsible for cleaning areas of the school site not cleaned with the external contract.
- To ensure effective cleaning and maintenance of the external areas of the school.
- To manage the sites consumables budget and ensure that stock levels are monitored and maintained.
- To keep an accurate record of all tools and equipment.
- To ensure the daily removal of all rubbish from the site to the collection point including the contents of all waste receptacles, both internal and external
- To develop and implement a redecoration plan for the site both internal and external.

## Heating & Ventilation

- To have overall responsibility for the operation of heating and ventilation systems so that the buildings are at the appropriate temperature for effective working and learning.
- To check operation of boiler/heating plant and to report any defects.
- To undertake routine maintenance of heating plant, including cleaning convector fan filters.
- To carry out energy conservation measures by, for example, checking the setting of thermostats or by preventing unnecessary heat-loss from the building where possible.

## Gas, Electric and Water Supplies

- To be responsible for the economical use of gas, electricity and water by ensuring that all lights, heating appliances and taps are turned off when no longer required.
- To read meters and to record weekly the amount of gas, electricity and water consumed.

- In the event of abnormal consumption, to report the situation to the Line Manager and COO.

## General Duties and Maintenance

- To report damage to the fabric of the building and to report any necessary repairs in accordance with the normal procedure.
- To carry out minor repairs to the premises, furniture and fittings, to a good DIY standard
- To check and replace electric lamps and tubes as required.
- To undertake internal painting and decoration of the premises, including removing or painting over graffiti as necessary.
- To ensure that, in so far as can be safely accessed, gutters, drain pipes, and rainwater gullies are kept clear and disinfected where necessary.
- To ensure that the premises are adequately ventilated and that any wall ventilators are kept free from obstruction.
- To take precautions against pipes, etc freezing in cold weather.
- To accept delivery of goods and ensure the safe transportation of those goods to the relevant departments.
- Ensure that all access and exit points operate effectively and that fire fighting appliances are readily accessible and properly maintained.

## Specialist Maintenance

- To undertake internal painting, decorating and similar projects in school holidays
- To undertake a daily check of toilets and other facilities and carry out any remedial works necessary.
- To re-mark floors where necessary.
- To undertake weekly maintenance on the 3G pitch.
- Operate and maintain all ancillary plant and equipment as appropriate.
- Other general duties of a similar nature.

## Upkeep of external areas

- Where necessary, to report the need for chemically treating weeds within hard

## Job Description

- play areas.
- To ensure that main entrances and paths are clear of snow and to apply grit/salt to paths and drives as required.
- To liaise with the sites grounds management contractor and the appropriate departments within school to ensure the curriculum needs are met.
- Ensure that the external areas of the property are kept free of litter and debris, litter and rubbish bins are emptied regularly and main access routes are kept clear of leaves, snow and ice as necessary.

### General duties

- To set out and put away the tables and chairs where necessary, and when necessary support the cleaning of the dining room area.
- To move equipment/miscellaneous items of furniture about the premises.
- To liaise with the school sites neighbours and mediate any concerns that may arise in a timely and responsive manner.

### Other duties

- To carry out any other duties as required by the Headteacher consistent with the grade of the post and the experience of the postholder.

### External Contractors & Partners

- To report to the COO and Line Manager any defects as required.
- To liaise with and support any External Contractors, thereby ensuring effective, efficient and cost effective work on the school site.

### Team Role

- Liaise with all users.
- Work with all school and community staff.
- To attend regular team meetings.
- To support the work of the Proud Hill Project team and attend relevant meetings.
- To carry out the appraisal process for the Caretaker.
- To take an active role in the Line Management process involving preparation

for meetings and identifying any additional training requirements.

### In Addition

- Any other tasks required by Line Manager or Head Teacher that are consistent with the grade of the post and the experience of the post holder.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appointed person in school or other appropriate person in school.
- Contribute to the ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required
- Adhere to the staff Code of Conduct
- To undertake any training relevant to the post.
- Work with other site staff and COO/ Central team in Cheviot Learning Trust to support the wider aims and developments of CLT premises management including joint procurement opportunities.
- Undertake any training necessary for the post.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis**

### Safeguarding Responsibilities:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.







# Person Specification

Essential	Desirable
<b>Education and Training</b>	
<ul style="list-style-type: none"> <li>Basic literacy and numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>5 GCSE (A-C) or equivalent Level 2 NVQ Training in Caretaking Training related to role eg Health and Safety, boiler operation</li> <li>Electrical testing</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>At least 4 years experience in a work environment</li> <li>Previous caretaking or cleaning</li> </ul>	<ul style="list-style-type: none"> <li>Previous supervisory experience</li> </ul>
<b>Knowledge and Skills</b>	
<ul style="list-style-type: none"> <li>Ability to perform property maintenance and repair tasks to an acceptable standard.</li> <li>Ability to perform simple calculations, to read and understand manufacturers' and suppliers' instructions and hazard information and to write legibly</li> <li>Ability to perform painting, decorating and routine property maintenance and repair tasks to good quality DIY standards</li> <li>Ability to prepare budgets and schedules of work</li> <li>Good communication and presentation skills</li> </ul>	
<b>Personality</b>	
<ul style="list-style-type: none"> <li>Honest and trustworthy</li> <li>Able to relate well to other people in a wide variety of circumstances</li> <li>Able to lead a team of people by example and by fostering a team ethos</li> <li>Adaptable</li> <li>Resourceful</li> <li>Able to respond effectively and coolly under pressure</li> <li>Pro-active and able to gain satisfaction from solving problems</li> <li>Customer focused given that this is a community school</li> <li>A sense of humour</li> </ul>	



**Contact us**

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