



Site Manager
Beaver Green Primary School
Information



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Welcome

Dear Applicant

Thank you for taking an interest in this vacancy.

At Beaver Green we believe that through the delivery of a knowledge-led, experiential curriculum, we can support all learners to reach their true potential and beyond. The team at Beaver Green provide a varied and engaging curriculum with children encouraged to become independent learners. Staff have high expectations of the children and tailor their lessons to ensure all children have the best opportunities to help them succeed in all areas of the curriculum. Here at Beaver Green, we greatly value outdoor learning and we have a Forest School which all children have access to throughout the school year, even when it is pouring with rain!

Working at Beaver Green would give you an opportunity to work for a school that is committed to the development of all staff in every step of your career. We offer regular in house CPD alongside bespoke courses offered by outside agencies such as the Specialist Teaching Service and Speech and Language Therapists. We believe that learning never ends and therefore ensure that all staff are given the opportunity to learn new skills and keep old skills up to date. Beaver Green is situated in Ashford, close to both the outlet centre and Ashford international station, making swift links to both London and Europe.

Beaver Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check and satisfactory references. As a school we are dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

If you wish to apply you should send a fully completed application form via Kent Teach. We look forward to receiving your application.

Kind regards



Tina Oakley
Headteacher

Job Description

Job Title: Site Manager
Grade: SAT C
Responsible to: Headteacher
Line Manager to: Premises Team

Purpose of the Job:

- To be responsible for the security, maintenance and cleaning of the site

Main duties and responsibilities (Accountabilities):

- Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
- Work with Trust leadership to procure quotes for routine maintenance work on school premises.
- Contribute to the management of the premises budget.
- Operate and regularly check systems such as fire alarms, heating, cooling, lighting and security (including alarms.)
- Monitor materials and stock and/order supplies.
- Undertake general portage duties, including moving furniture and equipment within the school.
- Perform duties in line with health and safety regulations and take action where hazards are identified, manage the reporting of serious hazards.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Facilitate lettings and carry out associated tasks, in line with local agreements.
- Undertake driving of the minibus as required.

Site Services

- The keeping of records as required;
- Supervising the efficient operation of all heating and hot water plant and sanitary services;
- To monitor records for energy consumption.
- To maintain equipment inventories
- To supervise the delivery of goods and materials to the school and their transport about the site as required.
- To supervise portage of furniture, equipment and materials around the site and buildings and returning furniture and equipment to their proper location.

Management of Contractors

- To be responsible for the reception of contractors and assisting with on-site management. Assisting with the control of visitors on-site.
- To monitor various services such as cleaning and grounds maintenance in accordance with the prescribed specification and to report to the Headteacher. To prepare written reports as required.
- To monitor and report to the Headteacher and Head of Estates on the progress of on-site works by external contractors and to pursue outstanding work.

Health & Safety

- To ensure that all required risk assessments are produced and updated

Security

- To be responsible for the security of the premises comprising grounds, buildings and contents; locking and unlocking of buildings and the operation of intruder alarm systems and fire alarms; liaising with the security services. Act as a designated key holder, providing out of hours and emergency access to the school site.
- To take appropriate action to prevent or respond to trespassers, to inform the authorities and report damage and theft.

Job Description

Repairs and Maintenance

- To establish and maintain workshops and to oversee the safety and maintenance of tools and equipment.
- To be responsible for arranging and implementing cost effective day-to-day maintenance tasks of the buildings and grounds.
- Prepare, in conjunction with the Headteacher, an annual internal redecoration programme.
- To be responsible for the scheduling of these works in such a manner as to minimise disruption to the normal working routines of the school.
- Together with the Head of Estates to make recommendations to the Head teacher concerning site maintenance issues and to arrange for works to be completed either in-house or through the employment of contractors.
- Within the limits of competence and training to ensure that they carry out reasonable minor works improvements (or contact contractors to complete) such as:
 - Install/repair/replace door window furniture
 - Install/repair/replace shelving, pin boarding and white boards, etc
 - Fix coat hooks, paper towel dispensers, toilet roll holders, curtain rails, hang curtains, blinds, toilet seats, plugs and chains
 - Re-glazing of small windows, removal of broken and/or cracked glass and boarding up in a secure manner
 - The inspection and tagging of electrical equipment
 - Minor repairs/installation of electrical appliances
 - Replace light bulbs, fluorescent tubes, starter motors and diffusers etc
 - Fixing of internal signs to walls
 - Minor plumbing work including:- cleaning blocked sinks, sanitary waste, drains, gutters, down pipes, showerheads, re-washer taps, repair drinking fountains
 - Minor painting and decorating
 - Repair to school equipment where appropriate
 - Fixing or replacing wall, ceiling and carpet tiles
- Within the limits of competence and training to ensure that the site team / site manager carry out the following cleaning activities:
 - Order adequate supplies of soap, paper towels, toilet paper, sacks, salt, bulbs/strip lights, small pieces of equipment, necessary tools etc
 - Ensure that toilets are checked daily and are stocked with sufficient supplies of toilet paper, soap etc -
 - Carry out direct cleaning duties from time to time and in emergencies when cleaning staff are not on site -
 - Ensure all exterior areas are tidy and free from litter including gullies and traps are clear of obstructions. The clearing of ice and snow from main access routes
 - Ensure that all graffiti are removed from internal and external walls

Responsibility for some of the above duties will be negotiated in consultation with other members of our current highly skilled team.

General accountabilities:

All staff in the school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. They must comply with any duty or requirement imposed by their line manager or statute and must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. These are specified more precisely in the school's Health and Safety Policy, copies of which are available from the Headteacher.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Qualifications	Essential / Desirable
Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating (or sound experience of the same).	D
Formal Health and Safety training.	D
Experience	
Experience of working in a building / site maintenance role including forward planning and problem solving.	D
Considerable DIY experience at the level of minor maintenance.	E
Experience of overseeing other works i.e. contractors, cleaners etc.	D
Experience of undertaking responsibility for the care and maintenance of premises.	E
Experience of dealing with a variety of stakeholders in person, by email, and on the telephone.	E
Experience of following purchasing and other financial procedures.	E
Skills and Abilities	
Ability to lead and work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines.	E
Organisational capability.	E
Proficient use of ICT including the use of Google software, to support good record keeping.	D
Ability to use initiative in dealing with everyday problems and identify which problems should be referred to the Headteacher.	E
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.	E
Good communication skills, both written and verbal.	E
Ability to understand information and to advise and liaise with others accordingly.	E
Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.	E
Confidence to liaise with senior staff as required.	E
Willing to undertake relevant training for minibuss drivers.	E
Knowledge	
Working knowledge of Health and Safety procedures relating to the post.	E
An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Able to recognise and deal with emergency situations.	E
An understanding of lone working procedures and responsibilities.	D
Personal Qualities	
A willingness to undertake training and to keep knowledge up to date.	E



Working at Beaver Green Primary School

Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Day
- Employee Referral Recruitment Incentive
- Access to training and development
- On-site Parking
- Discounts with local and national retailers, cinemas and restaurants

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

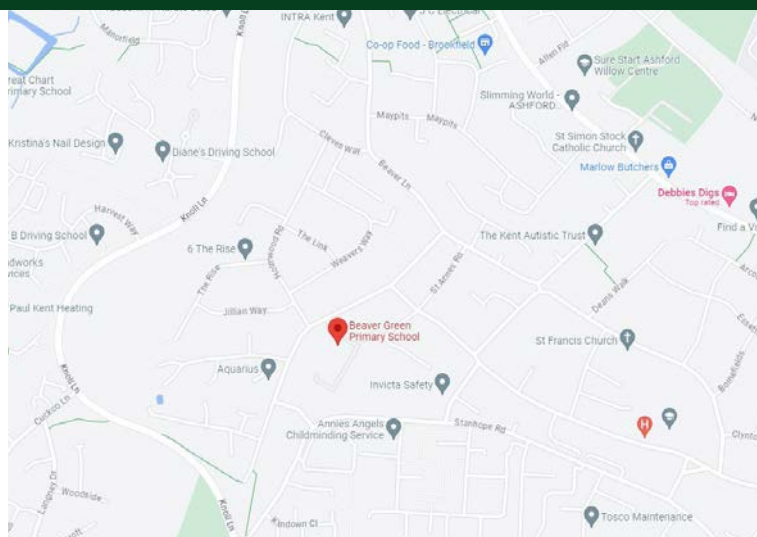
Finding Us

Beaver Green Primary School
Cuckoo Lane, Ashford, Kent, TN23 5DA

01233 621989
bgpoffice@swale.at

Closest Train Station: Ashford International Station
Approx. 35 minute walk or 14 minute Bus

Closest Bus stop:
St Anne's Road - 969, A Little and Often
Beaver Green - AD
Leaveland Close - 965, 969, D





About Beaver Green Primary School

Beaver Green is a two form entry primary school with a nursery where the children start from 2 years of age. We have a full time SENDCo who supports children with any additional needs and we have a large welfare team that supports children and families when needed.

We work closely with our community as we aim to provide an inclusive, nurturing and safe environment; a school where children can develop as critical, curious, independent learners. Through a personalised energetic and vibrant curriculum, children develop the self belief to aspire to reach their full potential. It is our vision that all children in our Early Years Foundation Stage (EYFS): feel as though they belong, are their own individual, are communicative, are happy, inquisitive and independent.

We teach phonics using a scheme called Little Wandle Letters and Sounds Revised which is a systematic and synthetic phonics programme. The progression has been devised so that children are taught a cumulative progression of GPCs (grapheme-phoneme correspondence) that they immediately practice through oral blending, reading and spelling words and sentences, and, later on, reading fully decodable books.

Beaver Green Primary School offers a variety of after-school clubs for children in Reception through to Year 6. These clubs provide a great opportunity for children to explore their interests, develop new skills and make friends. Our strong links with the wider community has meant that we are able to offer after-school clubs to children who wouldn't normally take part in them, such as martial arts, rock climbing, weight lifting and aerial hoop to name a few.

In March 2023 we had a successful Ofsted inspection with the outcome being that Beaver Green is a GOOD school



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to jane.betts@swale.at or by post to the following address:

Mrs Jane Betts
Beaver Green Primary School
Cuckoo Lane
Ashford
Kent
TN23 5DA

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. Beaver Green Primary School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.



Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

Swale

ACADEMIES TRUST



OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

OUR VALUES

Collaboration

We work together to achieve more than we could individually, sharing good practice and learning.

Agility

We are curious and innovative, embracing both challenge and change.

Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.

