

Trust Site Manager

Candidate Information Pack

About Liverpool Diocesan Schools Trust

We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity, address inequality, overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.

- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

Our Core Values

We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

We are a fully inclusive organisation and encourage applications from individuals from minority communities. We also welcome applications from candidates of all faiths and none.

Job Description

Title: **Trust Site Manager**

Salary: **Trust Grade 8, SCP 18 – 23 (currently £31,537 - £34,434 per annum)**

Hours: **36 hours per week (working hours must be flexible to meet the needs of the Schools/Trust), 52 weeks per year.**

Accountable to: **Trust Estates Lead/Trust or School Business Manager**

Location: This post is based at the **LDST Hub, 11 Damfield Lane, Maghull, L31 6DB**. However, the post holder will be required to travel to schools across the Liverpool Diocese covering the Local Authority areas of Liverpool, Sefton, Knowsley, St. Helens, Warrington, Wigan, West Lancashire and Halton. Remote working will also be available when appropriate.

Purpose and Objectives of Post:

To work strategically and operationally in order to support the Trust Estates Lead, Trust/School Business Managers, and Senior Leadership Teams in managing the school sites and facilities across the Trust, ensuring that all statutory requirements are met in relation to site management, cleanliness, security, maintenance and health and safety.

To work with the Trust Estates Lead and Trust/School Business Managers to ensure the most effective use of resources in support of the schools' objectives.

To line manage the site supervisors and cleaners at specific schools as directed.

DUTIES/RESPONSIBILITIES

Facility and Site Management:

- Monitor the cleanliness of the designated school premises, liaising with the Site Supervisors and/or cleaning staff on a daily basis.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of school premises.
- Assist with the tendering/procurement process, preparing documentation, liaising with contractors and outside agencies.
- Responsible for the delivery of a preventative planned maintenance programme and for routine inspections of designated buildings, fixtures, fittings, furniture premise and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- Ensure the continuing availability of utilities, site services and equipment, and manage the servicing, maintenance and repairs.
- Undertake repairs as required.

- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
- Monitor, assess and review contractual obligations for outsourced school services e.g. Grounds Maintenance.
- Ensure records are kept up to date with information regarding repairs and services.
- Undertake all site checks as required.
- Record information with regards to callouts, and act as key holder for specific schools as directed.
- Support the Trust/School Business Manager and school leadership to manage emergencies and respond appropriately to urgent issues as they arise.

Health & Safety:

- Ensure schools' Health & Safety requirements are met, and schools' policies are up to date and implemented at all times.
- Monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
- Liaise with our external Health and Safety provider (Compliance Education) and ensure all their recommendations are implemented.
- Ensure that relevant risk assessments are subject to review at regular intervals or as situations change and are communicated to those affected.
- Regularly test fire alarms and coordinate the evacuation procedure for the premises and carry out evacuation drills as required.
- Undertake the role of Fire Marshall.
- Ensure the safe storage of any materials covered by the COSHH regulations.
- Manage the control of fire safety, legionella and asbestos, together with other statutory inspections and complete the appropriate logs.
- Undertake first aid training and provide first aid to site team, other staff, visitors and children in emergency situations.

Security:

- Ensure the maximum level of security is consistent with the ethos of the school.
- Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.
- Ensuring the opening and closing of school according to the relevant procedures.
- Respond to and accurately record all call outs, liaising with the police and other agencies as appropriate.
- Liaise with Trust/School Business Manager to plan and coordinate lock down drills.
- Make premises secure after security incidents.
- Transport cash to the bank as and when required.

Energy Management:

- Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate stakeholders.
- Ensure lights and other equipment are switched off as appropriate.

Financial Management, Control of Resources and Administration:

- Responsible for ensuring the safe-keeping and asset control, for resources relating to the school sites and facilities under the supervision of the Trust/School Business Manager.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- With regards to new or renewing service contracts, responsible with the Trust/School Business Manager for ensuring timely and fully costed proposals, recommendations or bids are presented.
- Responsible, in conjunction with the Trust/School Business Manager, for the administration and control of appropriate areas of budget.
- Complete all necessary administration submitting information as required to Senior Leadership Team to aid decision-making.

Staff Management:

- Lead and manage the Premises Staff (Site supervisors and cleaners) in line with Trust policies and procedures.
- Produce work plans for the site team and manage their time as required.

- Ensure the site team have a clear understanding of relevant policies and procedures, and the importance of putting them into practice, such as safeguarding policies.
- Undertake the performance management process for the site team.
- Take responsibility for the development of the Site Team.
- Assist in the induction of colleagues as required.

Supplementary Support

- Be aware of, and comply with, policies and procedures relating to child protection, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall Christian ethos/work/aims of the Trust.
- Attend and participate in meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Other duties as directed by the COO within the broader boundaries of the role.
- Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The Trust reserves the right to alter the content of the job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification	Essential (E)	Desirable (D)
----------------------	------------------	------------------

Skills <ul style="list-style-type: none"> • Building and facilities maintenance skills • Skills in compliance and maintaining health and safety • People management skills and experience • Effective verbal and written communication skills • Strong numeracy skills (Level 2 maths qualification preferable but not essential) • Basic IT skills including the use of Microsoft Office programmes • Excellent organisational skills, with the ability to work to tight deadlines. 	E E E E E E	
Qualifications and Experience <ul style="list-style-type: none"> • Experience of premises/site management • Experience of routine building maintenance • Experience of managing a team • Relevant qualification in a skilled trade such as carpentry or plumbing or Level 2 qualification in a relevant field • Health and Safety qualification • Budget management experience • Access to own transport which can be used for work purposes. 	E E E E	 D D D
Knowledge and Understanding <ul style="list-style-type: none"> • Knowledge of health and safety and premises legislation, regulations and codes of practice such as COSHH • Awareness of Health & Safety and hygiene procedures • Awareness of Working at height/Moving and handling procedures • Knowledge of safeguarding in schools • Willingness to undertake safeguarding training 	E E E E	 D
Professional Values and Practice		

<ul style="list-style-type: none"> • Ability to work on own initiative as well as part of a team • Ability to work effectively with a variety of stakeholders including children • Ability to establish systems and procedures and ensure an efficient working environment • Commitment to the Christian Ethos of LDST • Flexible with a personable, 'can do' approach. • Open-minded and adaptable • Creative person who enjoys learning and seeks out opportunities to continue learning • Hardworking, committed, loyal, resilient, resourceful • Readiness to initiate change and show initiative • High expectations of self and others • Commitment to equality and diversity and safeguarding 	E E E E E E E E E	
---	--	--

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form

- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email **recruitment@ldst.org.uk**

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Wednesday 8th January 5pm

Interview Date: Friday 16th January

Start Date of Post: As soon as possible

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.

Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen