



**APPLICATION PACK**

# **Site Manager**

**The Fermain Academy**

**£29,730 - £32,999**

**Salary Band YT14 – YT20**

**Full Time Contract / Full Year**

**37 hours per week, working hours to be negotiated**

**Closing date – Friday 5<sup>th</sup> June 2026**

**Interviews – Thursday 11<sup>th</sup> June 2026**



# WHY THE FERMAIN ACADEMY IS A GREAT PLACE TO WORK

The Fermain Academy is a safe and stimulating place of learning for students who, for whatever reason, have become disengaged from mainstream education. With facilities to cater for up to 90 students aged 13-16, we offer a structured and positive learning experience, and an outstanding dedicated team able to provide emotional support in a safe and supportive environment. You will be supported to work with our students; all our teaching and learning groups are between 4 and 8.

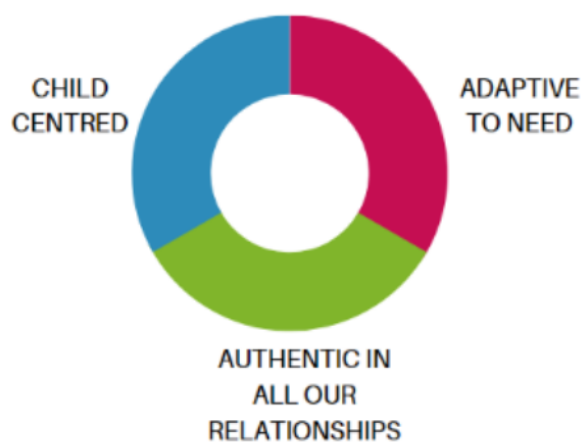
We are seeking a passionate, motivated, and adaptable Senior Learning Mentor for Construction to join our dedicated team. This is an exciting opportunity for someone who believes in the power of practical, hands-on learning to help young people develop confidence, independence, and a positive approach to their future pathways.

This is an opportunity to make a real difference to the outcomes for young people.

Simon Cotterill  
Executive Headteacher

## OUR CORE VALUES

To be successful, you need to demonstrate our core values. We are:



# Our Trust

Together, we have developed a growing family of schools which makes a difference for children and young people. As we continue to set and raise the bar in all the work we undertake, we are keen to maintain our national recognition as one of the highest achieving alternative provision and SEN multi-academy trusts in the country.

Our ability to make that difference rests on our vision and our core values which include an absolute belief in the importance of collaboration and mutual support, and on our recognition of the trust as a family of schools in which colleagues are equally valued. We unashamedly use words like "kindness" and "compassion" in our values.

We want to continue this further, and to become the employer of choice for teaching and support staff across the region.

A handwritten signature in black ink, appearing to read 'N. Brindle', with a horizontal line underneath.

Nic Brindle, CEO

## We are an employer of choice for teaching and support staff

### Anna (teacher)

I love working at The Axis Academy. Staff and pupils are a family, supporting each other, and celebrating successes. Lives are without doubt, transformed because of the Yes Trust.

### Rhiannon (teacher)

Coming from a mainstream background I was nervous but excited for the opportunity to truly support students and families. I can truly say that applying was one of the best things I have done. Not only are the children at the forefront of the school, but I feel staff are really listened to and supported.

- A teaching day that ends at 14.30
- Small class sizes
- Fantastic classroom support
- Access to training and CPD including further professional qualifications.
- Specialist training where required
- Cycle to work scheme
- Flexible and supportive approach to work
- Free lunch at school
- Free parking (including charging stations on most sites)
- Nursery benefits
- Education Mutual – **private health support** - access to a 24/7 GP, free face to face counselling, physiotherapy, nurse help-line, prescription service whenever you need it
- Perkbox - vouchers, discounts and wellbeing

## Flexible Working

We recognise that attracting and retaining the highest quality candidates means offering a flexible working environment. We consider a variety of flexible arrangements, including part-time roles, job-sharing, flexible start and finish times, and hybrid opportunities where appropriate. By adopting a flexible approach, we empower our staff to bring their best selves to work every day, fostering creativity, commitment, and resilience. Our teams remain diverse, motivated, and aligned with our vision of transforming children's lives through world-changing education. We believe that by investing in the wellbeing and professional fulfilment of our staff, we are also investing in the futures of the communities we serve.

Candidates are encouraged to discuss flexible working from recruitment onwards, in line with the statutory "day one right" principle, and ensuring equal opportunities for all groups of prospective employees

## Mission statement

### **We are:**

- Child centred
- Adaptive and sensitive to need
- Authentic in our relationships  
(our core values)

### **We strive for:**

- Solution-focused mindsets
- A climate of reflection and feedback
- Intrinsic motivation
- Continual improvement
- A culture of collaboration

### **Our minimum expectations of our staff are:**

- Belief in our core values
- Professional conduct at all times
- Appropriate communication
- Ability to follow direction
- Kindness and compassion
- Flexibility and adaptability

## HOW TO APPLY

We are proud of our schools. We encourage all applicants to view our website, contact us informally or visit us. To arrange this please contact: Julie Brennan, School Office Manager – [j.brennan@thefermainacademy.org](mailto:j.brennan@thefermainacademy.org)

Please complete the Youth Engagement Schools Trust application form via Every Portal (link below)

## Site Manager - The Fermain Academy

**CVs cannot be accepted, so please do not send in, or refer to one.**

The deadline for applications is:

Timeline for Assessment and Selection Process	
Closing date for applications	Friday 5 <sup>th</sup> June 2026 at 12noon
Opportunity for informal discussions with the Senior Leadership team	Please contact Julie Brennan to discuss – details above
Interviews	Thursday 11 <sup>th</sup> June 2026



## **School Site Manager Job Description**

**Reports to:** Office Manager and Headteacher

**Responsible for:** Cleaners, and on-site Contractors

### **Purpose of the Role:**

To establish and provide a comprehensive and effective site management service to support The Fermain Academy, being responsible for the day to day running of premises' related issues.

### **Duties and Responsibilities**

#### **Safeguarding and Security:**

- Opening up and locking up site each day during school term time
- To ensure security of all sites, both during and after the school day to ensure all people on site are safe, and the buildings are secure.
- To keep a record of all key holders across sites and manage key holder permissions along with the Office Manager to ensure the sites are secure and safe.
- To manage and maintain all security and alarm systems including keyholder contact security system, CCTV, maglock door permissions, etc.

#### **Health and Safety:**

- Be aware of and comply with policies and procedures relating to safeguarding; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.
- Ensure all risk assessment actions are completed in a timely manner and recorded on the Trust's H&S compliance system
- To manage an appropriate cleaning schedule and oversee quality of cleaning in the schools
- To clean where necessary during the school day (mopping up spillages, cleaning toilets, etc.)
- Ensure a suitable programme of cyclical maintenance is in place covering all statutory H&S requirements for all sites
- Make sure school security and health and safety policies are in place and followed
- Manage the completion and regular review of all site/building related risk assessments
- Implement any 'reasonable adjustments' under Equality Act 2010 needed for staff or pupils
- Complete regular H&S walk and produce a report for H&S meeting
- Conduct regular H&S meetings with the Office Manager, recording concerns and advise Headteacher/H&S Governor with the minutes of these meeting, ensuring all standards are met

#### **Fire Safety:**

- Ensure there are clear procedures in place for evacuation – plans, grab boxes, registers etc.

- Ensure weekly/monthly/quarterly checks and external servicing is carried out on all fire safety systems including call points, emergency lighting, extinguishers, etc.
- Ensure induction given to all staff, fire wardens trained etc.
- Ensure there is a regular fire drills programme in place – record kept of drills and any issues addressed

**First Aid:**

- Ensure there is a suitable location for the administration of first aid and keep this area tidy

**Site and Assets:**

- To maintain the School's Asset Register and to ensure new assets are recorded appropriately on the Trust's asset management system
- To manage the servicing of any equipment in line with manufacturers guidance/warranties
- To record the disposal or sale of any equipment in line with the relevant procedure
- To manage the loan of any of the school's assets and ensure the relevant documentation is completed in line with the relevant procedure.
- To assist the Office Manager with bookings and marketing of community lettings
- To manage grounds maintenance and ensure a welcoming, safe environment, and an excellent first impression for pupils, staff and visitors.

**Business Continuity**

- Ensure the Business Continuity Plan is kept up to date, updating information when necessary
- Assist with any exercises designed to test the effectiveness of the Business Continuity Plan

**Extended Schools Activities:**

- To undertake the duties as specified in the extended school's procedures.

**General:**

- Promote equality, diversity and inclusion and demonstrate this within the role.
- To be jointly responsible for promoting and safeguarding the welfare of pupils
- Actively contribute to improving teaching and learning for pupils and the School Development Plan in any way appropriate for the Site Manager Role.
- To acknowledge the need for and practice confidentiality, in regard to handling sensitive information pertaining to pupils, staff or school matters/issues.
- To assist around the school and social times including mixing with staff and pupils and helping to set up and clear away mess after break times
- Demonstrate a commitment to the aims and vision of the YES Trust.

- To be flexible with hours worked to ensure appropriate security measures are in place.
- Undertake any other duties commensurate with the post as agreed with the Headteacher

This post may involve evening and weekend work depending on the needs of the school.

#### **Extra CPD Opportunities**

- Engage with CPD opportunities in order to effectively fulfil your role and achieve the best possible outcomes for our students.

## Site Manager

**Accountable to: Office Manager and Headteacher**

PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>Good standard of general education including GCSEs at Grade C or above in English and Maths / Relevant trade qualification to at least NVQ level 2 or equivalent</li> <li>Evidence of professional development</li> <li>To have a current clean driving licence and be prepared to train to drive the Academy mini bus (where one is present)</li> </ul>	<ul style="list-style-type: none"> <li>Electrical Safety Qualification</li> <li>Gas Safety Qualification</li> <li>Legionella Awareness Training</li> <li>School Premises Specific Training</li> <li>COSHH training</li> </ul>	<ul style="list-style-type: none"> <li>Application/Interview/ Certificate</li> </ul>
<b>Experience</b>	<p>Proven experience:</p> <ul style="list-style-type: none"> <li>Being able to solve problems and carry out minor repairs through own skills and managing specialist contractors if necessary</li> <li>Good level of IT competency (essential)</li> <li>Working knowledge of health and safety procedures</li> <li>Understanding of risk assessments</li> <li>Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, children and other professionals (essential)</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of law with regard to health and safety legislation, contract and working with contractors</li> <li>Overseeing fire safety in a work environment</li> <li>Experience using Every (or other online) Compliance System</li> <li>Experience in managing school health and safety compliance</li> </ul>	<ul style="list-style-type: none"> <li>Application/ Interview/ References</li> </ul>

<b>Professional /Personal Skills</b>	<p>Proven ability to:</p> <ul style="list-style-type: none"> <li>• Use DIY skills to fix issues and repair damage – basic skills essential (fixing/replacing sockets, plastering/patching, painting and decorating, putting up shelves / displays / wall mounted TV's, etc)</li> <li>• Ability to lift and carry items in accordance with safe manual handling techniques.</li> <li>• Manage safety in a work environment and act accordingly to maintain effective systems</li> <li>• Present a professional yet friendly appearance</li> <li>• Communicate effectively to groups and individuals, orally and in writing</li> <li>• Demonstrate a flexible approach and a willingness to listen to others</li> <li>• Good organisational skills</li> <li>• Remain calm when working under pressure.</li> <li>• Protect sensitive data and work with data protection standards and GDPR.</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced skills and experience in Joinery, electrical, plumbing, building, etc</li> <li>• Able to effectively resolve personnel issues</li> <li>• Training and understanding of child protection</li> </ul>	<ul style="list-style-type: none"> <li>• Application/ Interview/ References</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the school's ethos, aims and its whole community (essential)</li> <li>• Commitment to the highest standards of child protection and safeguarding (essential)</li> <li>• Excellent interpersonal and communication skills (essential)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting and managing staff</li> </ul>	<ul style="list-style-type: none"> <li>• Application/ Interview/ References</li> </ul>

Criteria	Essential	Desirable	Evidence
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Positive recommendation from present employer</li> <li>• Satisfactory attendance record</li> <li>• Enhanced DBS (Criminal Record) and Barred list check</li> <li>• Health certificate arranged via occupational health post offer.</li> <li>• Full driving license</li> </ul>		<ul style="list-style-type: none"> <li>• Letter</li> <li>• Reference</li> </ul>

**The successful candidate would be expected to maintain a well-organised, creative, safe and friendly environment for living and learning and hence enhance the ethos of the school. Candidates are asked to address as many of the person specifications as possible in their application.**

## **The Youth Engagement Schools Trust (YES TRUST) Safer Recruitment Policy Statement**

The safe recruitment of staff in the YES Trust is the first step in the effective safeguarding and promotion of welfare for our children. The YES Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and other workers in the YES Trust to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The YES Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from diverse backgrounds, with different skills and abilities. The YES Trust is committed to ensuring that the recruitment and selection of all who work within The YES Trust is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The YES Trust will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion, or creed.

The YES Trust will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The YES Trust will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The YES Trust will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to The YES Trust.

The following pre-employment checks will be required:

- receipt of at least two satisfactory references as well as verification of the candidate's identity and a satisfactory Enhanced DBS check
- verification of the candidate's medical fitness
- verification of qualifications

- verification of professional status where required e.g. QTS status (unless properly exempt)
- the production of evidence of the right to work in the UK
- for teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

NB It is illegal for anyone who is barred from working with children to apply for, or work in our YES Trust in any voluntary or paid capacity.

\*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. The YES Trust will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

The YES Trust maintains a single central record of recruitment and vetting checks, in line with the statutory requirements.

The YES Trust requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

All posts within the YES Trust are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Certificate.

The YES Trust is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature, and circumstances of the offence(s). The YES Trust's Recruitment (pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The DBS has published a Code of Practice and accompanying explanatory guide. The YES Trust is committed to ensuring that it meets the requirements of the DBS in relation to the processing, handling, and security of Disclosure information.

A copy of the YES Trust's draft Safer Recruitment Policy & Procedures is available on request.