



**Applicants' Guide for the post of:
Site Manager**

2024

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You will find an application form on our website <https://dringhousesprimary.org/>, where you will also find a link to our most recent Ofsted Inspection Report.

Please note that we are committed to safeguarding and promoting the welfare of children. We will require the successful applicant to undertake an ENHANCED criminal record check via the DBS.



April 2024

Dear Applicant

Dringhouses Primary School is an extraordinary community: friendly, focused, and enthusiastic. We look after each other, and staff-wellbeing is a priority.

Our children are happy, keen, and enjoy the excellent education that we work hard to provide. We look forward to applications from a site manager who wants to join an environment that encourages growth and development in all of its community, and someone who can become a part of Team Dring!

Details:

Site Manager

This is a part-time, permanent appointment from September 2024.

Applications may be submitted by e-mail or by post, which must be received by 12 midnight at the latest on Friday 28th June 2024.

If you choose to apply and are shortlisted, you will be invited to interview on Thursday 4th July 2024. If you have not heard from us by then, please assume that, on this occasion, you have not been successful.

We look forward to hearing from you.

Yours sincerely


Claire Scott-South | Headteacher

DRINGHOUSES PRIMARY SCHOOL: PERSON SPECIFICATION

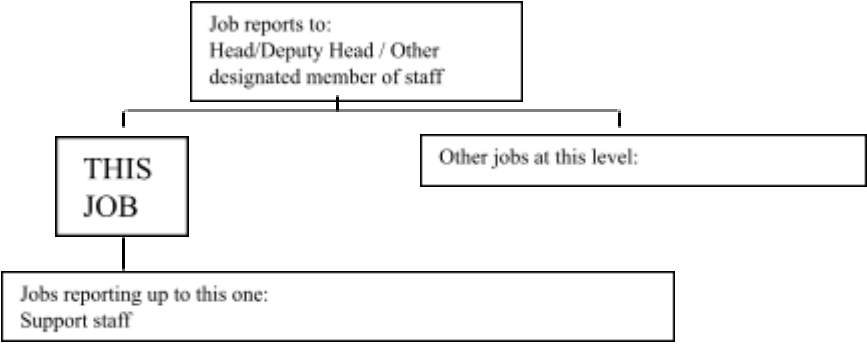
Post of Site Manager

	Essential Attributes	Desirable Attributes	Method used to gain information (A=Application; I=Interview; R=Reference)
Qualifications	Good level of Literacy and numeracy	Health & Safety qualification First Aid qualification Manual handling training Steps & ladder training	A/I
Experience	Experience of acting as keyholder and first point of contact for access to the school out of hours		A/I/R
	Experience of ordering supplies and materials		A/I
	Experience of line managing teams		A/I/R
	Experience in maintaining Fire Safety, Water Hygiene and Asbestos manuals and associated checks		A/I
	Experience of managing contractors		A/I/R
Job-Related Skills and Knowledge	DIY skills in day to day repairs and building maintenance		A/I/R
	An understanding of health and safety legislation and assessment of risks	Understanding of COSHH and waste disposal issues and procedures	A/I
	Ability to keep up to date records, with a high level of accuracy and attention to detail.		A/I
	Good communication and interpersonal skills		A/I
	Ability to work within the school's policies and procedures		A/I
	Ability to work without supervision as well as part of a team		A/I
Personal Attributes	Friendly positive attitude		A/I
	Flexibility in working hours		A/I
	Self-motivated and able to use own initiative		A/I
	Ability to manage own time and set priorities		A/I
	Commitment to ongoing professional development		A/I

DRINGHOUSES PRIMARY SCHOOL: JOB DESCRIPTION

	JOB DESCRIPTION	Form JD1	
JOB TITLE: Site Manager Level 3		POST NUMBER: E****650	
REPORTS TO (Job Title):		Head Teacher/Deputy Head/Other designated member of staff	
DEPARTMENT: School		GRADE: 6	
JE REF:	0130	PANEL DATE:	070208
1.	MAIN PURPOSE OF JOB To make sure that the buildings and grounds are in proper working order, maintaining a safe working environment for all users of the facility.		
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:		
i.	To plan and organise the work of staff involved in the maintenance and cleaning of schools.		
ii.	To act as keyholder as first point of contact for access to school premises out of hours.		
iii.	To carry out minor repairs eg securing broken windows, changing light bulbs, lighting tubes and unblocking sinks and drains and report any faults requiring specialist help eg electrical contractor.		
iv.	To carry out checks ensuring lighting, heating, hot water, toilets and drainage are working adequately at the appropriate times.		
v.	To make sure the premises are clean and that rubbish is collected and taken away, and any graffiti is removed. Includes cleaning up when children are ill or have accidents.		
vi.	To maintain the grounds and remove litter. Includes salting and gritting and clearance of snow in adverse weather conditions.		
vii.	To be responsible for ordering of supplies and related budgets.		
viii.	To be responsible for the security of the buildings and grounds eg monitoring of surveillance equipment and intruder alarms. Includes accepting deliveries and checking off receipt of goods. May be responsible for supervising contractors who are on site,		
ix.	To carry out security checks to the buildings and grounds. Unlocking and securing of buildings which may include room hire for non-school activities outside normal school hours.		
x.	To ensure the safe storage of equipment and supplies and the keeping of appropriate records.		
xi.	To make sure that all fire safety and health and safety regulations are adhered to eg testing of fire equipment and following the rules for evacuating the buildings and grounds.		
xii.	To be responsible for the planning of maintenance of plant and equipment eg portable appliance testing, boilers.		
xiii.	Arranging furniture and preparing rooms for meetings and activities and clearing away afterwards.		
3.	SUPERVISION / MANAGEMENT OF PEOPLE No. reporting – Direct: Manages or supervises other support staff – usually up to 5 staff Indirect: Contact with contractors in respect of access, security, progress against their contract/programme of work and general conduct whilst on site.		

4.	<p>CREATIVITY & INNOVATION</p> <p>The work is generally covered by guidelines and policies but does require the postholder to be involved in the improvement of systems and the development of procedures within their areas of responsibility.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>Internal Comes into regular contact with cleaning staff and other staff. Most issues will usually be on well established matters.</p> <p>External Comes into contact with suppliers and contractors, Education, planning and building professionals, parents, members of the public, the Fire Service and Police service. Most of the relationships are straightforward although there may be a need for the postholder to negotiate with contractors over site access, balancing the need to minimise disruption to school activities whilst still allowing building projects to progress according to the programme.</p>
6.	<p>DECISIONS – discretion & consequences</p> <p>Discretion Makes decisions about the day to day running of the school premises within clearly defined procedures. Many decisions are dictated or influenced by risk assessment, Health and Safety legislation and school protocols.</p> <p>Consequences Ensures the efficient operation of the school site with minimal disruption to the provision of education. Also ensures that the premises are available for hire if required which may provide additional income for the school.</p>
7.	<p>RESOURCES – financial & equipment (<u>Not</u> budget, and <u>not</u> including desktop equipment.)</p> <p>Keyholder responsible for the proper use and safekeeping of school buildings and grounds, plant and machinery, may also include vehicles eg school minibus.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands The work is subject to change and interruption.</p> <p>Physical demands Work requires normal physical effort with periods of substantial effort involved in the maintenance of the entire site.</p> <p>Working conditions Work involves significant elements of inside or outside work involving some exposure to unpleasant or difficult surroundings eg ladder work, boiler house, drains etc</p> <p>Work context May involve contact with potentially hazardous substances eg chemicals, hypodermic needles but training and protective equipment is given where appropriate.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>The post holder needs a good level of practical skills in the following areas:</p> <ul style="list-style-type: none"> ● Buildings and grounds maintenance ● Safe use of ladders and platforms ● Manual handling techniques ● Fire safety measures ● Security issues (including re-programming alarms)

	<ul style="list-style-type: none"> • Safe use of power tools • Boiler maintenance • Locksmith techniques • Cleaning and maintenance of floor coverings and use of specialist equipment <p>Needs to have a good awareness and knowledge of:</p> <ul style="list-style-type: none"> • Health & Safety legislation and the practical implications • Safe disposal of sharps • COSHH issues • Electrical safety • CYC procurement /contractor lists • Waste disposal procedures • School protocols, policies and procedures
10.	<p>Position of Job in Organisation Structure</p>  <pre> graph TD A[Job reports to: Head/Deputy Head / Other designated member of staff] --- B[THIS JOB] A --- C[Other jobs at this level:] B --- D[Jobs reporting up to this one: Support staff] </pre>



OUR SCHOOL

Dringhouses Primary School is situated on the western side of York, about three miles from York city centre and a short drive off the A64. Built in 1904, Dringhouses is a co-educational school for children aged 4+ to 11 years, with approximately 320 pupils on the roll over 11 classes.

The school has good internal facilities that undergo a process of continuous improvement and currently consist of:

- Eleven classrooms
- The school Library
- The school Music Room
- A large hall/dining room
- Three learning support rooms, for teaching smaller groups of children
- A children's kitchen
- A meeting room
- A medical room with accessible toilet and shower
- Central reception area
- Administration offices

The main playground includes a separate multi-use games area for ball games and a garden area, also utilised as a learning resource. There is an additional, smaller, playground at the rear of the school, as well as a separate playground with play equipment, blackboard and raised beds for our children in the Early Years' Foundation Unit. There is a playing field and wildlife

area opposite the school, which the pupils use during the day for sporting and Forest School activities.

A short history of our school

Dringhouses Primary School opened in 1863 on Tadcaster Road, in the building now occupied by the local library. It was originally a small village school for about 50 children. In 1884 the school log book records that the total grant for that year was £21.15s.5d. At that time it was 'payment by results', with the scramble for free places that was common to all elementary schools. The log book is available to anyone interested in a more detailed history of the school. Our history is very important to us here, at Dringhouses - our future is built on what came before us.

WHAT MATTERS TO US AS A SCHOOL

Dringhouses Primary School lays the foundations for children to become life-long learners and builds confidence, independence and enthusiasm. We care for, support and value every single child and encourage each one to achieve the highest possible standards through offering an enjoyable and stimulating curriculum which develops creative, enquiring, and understanding citizens.

The aims of the school are to:

Develop citizenship through:

- ❖ Learning life skills including confidence, independence and responsibility
- ❖ Learning to have respect for oneself, others and the environment
- ❖ Learning to appreciate social, religious and cultural differences
- ❖ Recognising and celebrating successes and achievements
- ❖ Encouraging a healthy lifestyle

Develop partnership through:

- ❖ Working together with children, staff, parents, governors and the wider community

Educate children by:

- ❖ Providing challenging, stimulating, worthwhile and enjoyable experiences
- ❖ Developing enquiring and creative minds
- ❖ Encouraging hard work, commitment and self-discipline to maximise potential