



Newhall Primary Academy and Nursery | Roundhouse Way | Harlow | Essex | CM17 9SF
Tel: 01279 215480 | Email: office@newhallacademy.org
Website: www.newhallacademy.org | Twitter: @newhallacademy

Headteacher: Mrs Debbie Gayler BA (Hons) QTS, NPQH
Nursery Manager: Mrs Stef Montgomery BA (Hons) EYP

Monday 7th October 2019

Site Manager Vacancy

Dear Applicant,

I am delighted that you have expressed interest in the post of Site Manager at our academy.

Overview

Do you enjoy doing DIY jobs? Have you got an eye for detail? Do you have the skills to turn your hand to any problem? Have you got a 'can-do' approach and outlook? At Newhall Primary Academy, we are looking for a Site Manager who will work as part of our support staff team to oversee all aspects of the new academy's premises. We are looking for someone who is up for getting stuck in to all aspects of academy life!

Post Title:	Site Manager
Contract type:	Permanent
Location:	Newhall Primary Academy and Nursery
Working hours:	37 hours per week (availability between 7.00am and 6.30pm daily) Full-time, 52 weeks with holiday entitlement
Start date:	2 nd January 2020
Salary:	Essex Pay Band 6-17 (£19,171 - £23,836)

About us

Newhall is a brand-new, state of the art academy on the Newhall development in Harlow, with the capacity for 420 children. The Primary Academy will have 102 children on roll in September. It will grow year-on-year until it reaches full capacity (60 per year). The Nursery has capacity for 56 children and is open all year round from 7.30am until 6pm. It offers both funded and private day care places.

The Academy and Nursery opened in September 2018 with 15 permanent staff and we are now seeking additional staff to join us and be part of the unique opportunity to build and grow the setting from its infancy. There is no doubt about it, setting up the Academy and Nursery from scratch takes vision, dedication and hard-work, but being part of that exciting and rare journey is exciting and it will be very rewarding to see the Academy and Nursery take shape over the next few years. To see more information about Newhall, please visit our website.

The children at Newhall are enthusiastic, keen to learn and a joy to work with. We are also supported by a growing community, including very supportive and engaged parents and an active Governing Body.

About the role

We are looking to appoint a hardworking, skilled, dependable and self-motivated individual. We require someone who will contribute to the smooth running of the academy by organising and undertaking the caretaking, maintenance, cleaning and security of the academy site, equipment and grounds. The successful candidate will have caretaking or general maintenance skills together with a knowledge of Health & Safety legislation, and procedures. They will also be flexible in their approach, energetic and be keen to work as part of our school community. Our position is flexible at this point and we are prepared to support a new caretaker into the role and develop them into a Site Manager as the academy expands. However, experience of a similar role within a school will be a significant advantage.

As a member of the academy's support staff team you will be responsible for the day-to-day running and oversight of the school site. For the first year at least, this will involve cleaning duties as well to ensure that the academy is well-maintained and prepared for our children each day. As the role grows with the academy over time, the Site Manager will also take on the oversight of cleaning staff and general oversight of all academy health and safety, premises and related functions. In the first couple of years, the Site Manager will take on the majority of the cleaning within the academy, but as we grow, they will line manage a team of cleaners.

What we're looking for:

We welcome applications from candidates with experience from educational or other relevant caretaking/site manager backgrounds. We also welcome applications from those colleagues who are looking to develop into the role of site manager/caretaker in the near future.

The successful candidate will have:

- The motivation and dedication to ensure that all parts of the academy are appropriately maintained and cleaning to support the day-to-day running of the school

- Sufficient experience in trade/DIY skills to enable them to undertake a range of first-line repairs and maintenance issues across the academy
- Good organisational skills to enable them to manage their time well
- Flexibility in approach to deal with the daily challenges school environments can bring
- A 'can-do' approach to all aspects of academy life
- A willingness to undertake professional development and grow their skills
- Excellent communication skills and a good sense of humour

In return we can offer:

- A commitment to you and your professional development
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors
- A growing learning community
- Encouragement to develop new ideas and the opportunity to make a real difference

How to apply

We hope you will take the time to find out more about our new academy and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact Debbie Gayler, Headteacher at head@newhallacademy.org or telephone 01279 215480.

Completed applications should be sent via e-mail to head@newhallacademy.org by Friday 18th October 2019.

Short-listed candidates will be invited for interviews in the week commencing Monday 21st October 2019. Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

In applying for this post you are required to submit:

- A completed REAch2 Academy Trust Application form which contains the Person Specification form; and
- A supporting letter of application; not to exceed two sides of A4

The person specification contains the criteria that the selection panel will use in the selection process. In addition, the panel will place considerable emphasis on your supporting letter, which should not exceed two sides of A4.

When completing the application please follow these guidelines:

- You may choose to provide your details by hand or use a computer, but please complete all sections in black ink.
- Please submit the application form (containing the Person Specification Form) with your supporting letter. Do not submit a CV instead of an application form.
- When e-mailing your application, please ensure it is marked 'Confidential'.

Newhall Primary Academy and Nursery has a rigorous Child Protection policy and is committed to the welfare of every child. Consequently, all short listed candidates will be asked for two

references before interview and these could be followed up with a verbal discussion with your referee. If successful, your enhanced DBS check will be carried out irrespective of any previous checks and a Disqualification Declaration form will also be required.

Candidates will be expected to self-disclose information to us should there be any current or historical convictions, hearings or allegations. If this is relevant to you then please write to the Headteacher prior to interview about this, marking the envelope private and confidential.

If you would like any further information to assist you in your application, please do not hesitate to get in contact.

I look forward to receiving your application.

Yours faithfully,



Mrs Debbie Gayler
Headteacher