



Grove House School

*Candidate Information Pack
Estate Manager*

Supporting Excellence

admin@grovehouse.essex.sch.uk | grovehouseschool.co.uk

Headteacher's Letter

Grove House School

Sawyers Hall Lane, Brentwood, Essex, CM15 9DA

Headteacher: Miss L Christodoulides, BA Hons

Telephone: 01277 361498

Email: admin@grovehouse.essex.sch.uk



Dear Applicant

Thank you for your interest in Grove House School. I would like to take this opportunity to tell you a little more about us. We opened as a new special school in September 2015 and quickly grew to our capacity. Due to demand for places at the school, our capacity roll has now further increased and we are again seeking to grow our current staff team. We currently have 114 pupils on roll across years 4-13. All of our pupils have an EHCP and have come to us from mainstream settings and other provisions. Our pupils' priority needs will be around speech, language and communication although many will have associated difficulties such as attention management issues, moderate learning difficulties and social and emotional needs.

Currently we have 10 form groups - one KS2, four KS3, four KS4 and two sixth form classes. Classes are ideally in groups of 12-15 pupils. Each class is generally supported by 2 Learning Support Assistants who stay with the class group across all lessons. Our teaching and therapy staff work together to support pupils.

We are a very friendly, supportive and welcoming staff. Our curriculum, whilst based on the national curriculum, is continually reviewed and ever changing as we look to meet the wide variety of individual pupil needs within each class group. Whilst this may have its challenges it also is extremely rewarding in that our staff have the flexibility to be creative and innovative in the development and delivery of the curriculum.

We are part of the SEAX Trust, a MAT consisting of 5 special schools, bringing opportunity to work collaboratively with other colleagues in our trust schools. Additionally we have a highly skilled and dedicated board of governors, some of whom were the proposers of the free school in its early days. They have supported us way beyond expectations and continue to be a valuable asset to the school.

I very much hope the post is of interest to you – please do contact us for further discussion.

Kind regards

Lisa Christodoulides



Our School Site

Our school site has undergone huge change. We started in September 2015 in a refurbished small block with 4 classrooms for our opening year.

We now have a main large building that has specialist therapy rooms, sensory room, specialist art, music and ICT rooms, a large hall with stage and a gymnasium, in addition to a number of non-specialist classrooms.

We have a new build on the site which we are currently using as our growing primary base.



In Spring 2018 we refurbished our Technology block to provide dedicated facilities for Science, Design and Technology and Food Technology.



Estate Manager

37 hours per week

10.00am - 6.00pm Monday - Thursday,

10.30am - 6.00pm Friday

52.14 weeks per annum

Paid holidays, 23-27 days pa

Job Description and Person Specification

Job Title	Estate Manager
Grade	Scale 6, points 12-17, £23,208 - £25,577
Based at	Grove House School
Reports to	Headteacher, Business & HR Manger
Responsible for	Site Security, Maintenance and support to the Site Team
Liaison with	School and Site Staff, outside contractors
Job purpose	<p>To contribute to the smooth running of the School by:</p> <ul style="list-style-type: none">• Organising and managing the Maintenance & Cleaning Team & undertaking effective supervision• Undertaking care-taking and maintenance tasks• Managing and implementing the requirements of the Annual H&S and maintenance calendar• Maintaining accurate records• Implementing Health & Safety, including all risk assessments and security of the site• Responding to the daily needs and demands of the School and staff.
Principal Accountabilities	<p>Under the direction of the Headteacher/ Support Services Leader:</p> <ul style="list-style-type: none">• To lead in the security and supervision of the school premises• To lead in the caretaking and maintenance of the premises

Job Description



Security and Supervision

- To be responsible for the overall organisation and management of the work of the maintenance and cleaning team
- To provide emergency/relief/holiday cover for other site staff
- To act as key-holder and carry out security procedures for the buildings and grounds.
- To undertake responsibility for the routine and non-routine opening of premises and grounds.
- To respond to calls outside normal working hours as a result of break-ins etc. and/ or the setting off of the burglar alarm(s).
- To provide access, where possible, to the premises and classrooms in the event of snow, minor flooding or similar emergency situations.
- To manage enquiries from contractors in liaison with the Academy Business Manager
- To attempt to prevent unauthorised access onto the School premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S): Managing Violence in Schools).
- To monitor the cleanliness of the School premises and furnishings.
- To prepare and maintain the grounds' equipment and prepare and plan the work schedule with the grounds workers

Care-taking and Maintenance

- To operate the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available, carrying out frost precaution procedures as necessary.
- To make arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. checking automatic pumps and areas subject to flooding and the maintenance of batteries.
- To carry out School-based procedures in the event of fire, flood, breaking & entering, accident or major damage.
- To identify and prioritise maintenance requirements and prepare and organise work programmes in liaison with the School Site Manager, Site Team & Academy Business Manager
- To arrange for the Site Team (including the post holder) to carry out first-line repairs and maintenance which are not beyond the competence of the staff concerned.
 - * Plumbing work – e.g. repairing a leaking pipe, simple installation work (such as plumbing in a new tap, or replacing washer etc).
 - * Redecoration as appropriate.
 - * Plastering work - eg repairing cracked or broken plaster or making good damaged walls (for example: following the removal of shelving or similar fixings).
 - * Fencing and boundary repairs - e.g. mending broken fencing panels or stakes, repairing holes in fences etc.

- * Glazing work - such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes, double-glazed units or windows at a high level.
- To arrange for works to be undertaken and monitoring the progress of projects involving outside contractors.
- To make arrangements for window cleaning.
- To ensure that all areas within the confines of the site are free from litter and that all drains and gullies are free-flowing and clean.
- To make arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution (dispatching goods, materials etc.)
- To ensure that the cleaning cupboards are fully stocked with supplies of cleaning materials and other supplies for the start of each day.
- Ensuring that adequate supplies of cleaning materials and other supplies are available and obtaining best value on supplies to ensure financial diligence.
- To undertake all regular maintenance of site or where appropriate secure maintenance contracts with contractors. Review maintenance contracts on a regular basis and ensure that all works are being carried out as per agreements.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.

Other duties

- Testing portable electrical equipment if trained and accredited to do so.
- Leading with the supervision and training of cleaning staff.
- Planning own work and that of assistant(s) and cleaning staff (issues relating to supervision/management of staff).
- Undertaking letting and related duties as appropriate in accordance with the provincial agreement.
- Preparing the school premises and site for out of school activities.
- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.
- Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher.
- The duties may be varied by the Headteacher and/or Support Services Leader to meet changed circumstances in a manner compatible with the post held.

Health & Safety

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Officer for the school.
- Monitoring the appropriate premises, caretaking and cleaning related Health and Safety procedures in use in the school and reporting any issues to the Health and Safety Officer for the school
- With the Business Mangers undertake routine health and safety checks including site walkabouts for the classrooms, therapy and kitchen areas. To provide guidance and support to staff where issues or concerns have been identified.

- To support the Business Managers with the raising of Health and Safety issues so that the Senior Leadership can be informed and updated regularly and routinely.
- To provide advice and guidance to the Senior Leadership team on all aspects of Health and Safety.
- To ensure that knowledge of the relevant legislation is kept up to date.

Fire Safety

- To undertake testing of fire panel and call points around the school
- To undertake checks on fire safety signage to ensure the safety of the school
- To lead on the fire evacuation procedure for the school and to ensure regular fire drills are undertaken and recorded
- To undertake routine checks on fire door safety and make necessary repairs if required
- To undertake regular checks on fire extinguishers to ensure fit for purpose
- To act as a Fire Marshal for the school

Vehicle Checks

- To undertake the appropriate checks on all school vehicles to ensure the safety of staff and pupils
- To fill up the school vehicles as and when needed
- To clean all school vehicles as and when needed
- To book services and MOTs as and when required
- To arrange for repairs to school vehicles for any damage caused.

Site Visitors

- To escort site visitors who do not hold enhanced DBS checks whilst pupils in school to ensure safeguarding protocols are met.

Finance

- To be accountable for small expenditures from an agreed budget.
- To complete purchase order forms
- To prepare a contractors list annually to help inform the school budget

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person

Person Specification



Requirement	Detail
Qualifications	<ul style="list-style-type: none">• Educated to Level 2 qualification in English & Maths• Recognised Health & Safety/vocational qualification
Experience	<ul style="list-style-type: none">• Experience of caretaking and/or buildings maintenance/security• Good knowledge of security, heating plant and other building systems• Knowledge of Health & Safety requirements, policies and procedures• Ability to undertake DIY tasks to a high standard• Strong and confident IT skills• Practical experience of working in a school environment
Personal Qualities	<ul style="list-style-type: none">• An ability to relate well to staff and young people• Discretion, sensitivity and confidentiality• Excellent interpersonal skills• Ability to use own initiative working independently and collaboratively as a member of a small team
Skills	<ul style="list-style-type: none">• An ability to prioritise work, to cope with competing demands, deadlines and interruptions• Excellent written and verbal communications• Ability to negotiate effectively to achieve best outcomes• Time management skills• Good organisational skills• Quick to learn
Physical Requirements	<ul style="list-style-type: none">• Stamina• Good level of health and fitness
Disposition	<ul style="list-style-type: none">• Helpful and a calm professional manner• Friendly and approachable• A sense of humour• Patience, tact and diplomacy• Enthusiasm and a positive outlook• An enthusiastic approach to both routine tasks and unexpected challenges.• Demonstrate a commitment to involvement in the life of the school

Working with others	Detail
General Circumstances	<ul style="list-style-type: none"> • A good record of attendance and punctuality in the last 3 years • To develop self within the post, undertaking training, performance review as appropriate to ensure that relevant skills are updated in order to support the development of the academy. • To be aware of the academy's duty of care in relation to staff, pupils and visitors and to comply with health and safety policies at all times. • To be aware of and comply the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
The Application Form, Interview and References will be used as sources of evidence.	

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Application Process



Candidates should download and complete a SEAX Trust application from available from:

www.grovehouseschool.co.uk or www.essexschooljobs.co.uk

Required:	1st September 2022 or as soon as possible afterwards
Visits to school:	If you would like to visit the school, please contact Kate Peters, HR Manager using the details below
Closing date:	Monday 15th August, midday
Interview:	Wednesday 24th August
Salary and Band:	Scale 6, Points 12-17
Hours and weeks:	10.00am - 6.00pm Monday to Thursday 10.30am - 6.00pm Friday You will be allocated a half hour lunch break each day which is unpaid
Salary range :	£23,208 - £25,577 (under 5 year's service) pro-rata calculation
To apply:	Candidates should download and complete a SEAX Trust application form
Queries:	Mrs Kate Peters, Business & HR Manager Email: kate.peters@grovehouseschool.com Grove House School, Sawyers Hall Lane, Brentwood, Essex, CM15 9BZ Tel: 01277 361498
Staff Well-being Cover	Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, counselling and GP on-line support services.

Selection process

Applications will be ranked against the person specification for the role. All shortlisted applicants will be subject to a face to face interview with the selection panel. There may also be a skills test or practical assessment. Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process. The school will only contact shortlisted applicants and therefore if you have not received any communication from the school by this date your application has not been successful on this occasion.

References

References are required at interview, as they form an important part of the selection process. Referees will therefore be contacted **prior to the interview date** in relation to all shortlisted candidates. Please ensure that you have given consent to your referees so that provision can be made without delay. The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

SEAX Trust

Grove House is part of the SEAX Trust

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

- **Provide outstanding educational experiences for children and young people with special educational needs**
- **Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

- We offer a clear and competitive **pay policy** and **progression route**
- **Holiday pay** and **salary** which is paid evenly across the year for our support staff
- Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

- A focus to provide high quality **professional development** opportunities for all staff
- An extensive range of **in-house training** opportunities
- Experienced and **dedicated practitioners** who are keen to help you learn
- A range of exciting internal **career opportunities**

Be inspired by us ...

- **Challenging** roles and **recognition** of achievement
- A **motivational** strategy towards both education and business
- Staff **involvement** in wider decision-making

Be reassured by us ...

- A strategic aim to ensure a **fair work/life balance**
- A **highly supportive** organisational culture
- A firm commitment to the strengths of **equality and diversity**
- A sense of **cohesion and belonging**
- A policy to raise **matters of concern**

Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Kate Stannard, Director of HR for SEAX Trust** Email: jobs@seaxtrust.com Telephone: **01245 262779**

We look forward to hearing from you soon.

