

## Job Application Pack

### **Role: Site Manager**

Salary: Scale – Grade 4 pt. 8-14 FTE £26,824-£29,540

Full time, 37 hours per week (split shifts), all year round with holidays to be taken in school holidays. Additional hours would be required for out of hours lettings and school events.

## Letter from The Head Teacher

Dear Applicant,

Thank you for your interest in joining Crescent Primary School's dedicated, driven and supportive staff team. Due to the retirement of our current Site Manager at the end of the summer term 2026, we are looking for a committed professional to join our outstanding school and continue with the smooth running of the site.

The role's primary function is managing and undertaking security, caretaking, cleaning & maintenance duties (see job description for more details).

### *How the school was formed*

Crescent Primary School was formed in 2001 by amalgamating the former Bull Farm First School with the newer buildings previously occupied by Bull Farm Middle School. There is capacity in the Primary School for 420 children aged 5 – 11 and 78 children part time in the Nursery. There are currently 437 children on roll of which a high percentage are entitled to FSM.

The school is part of a collaboration of schools which are: Farmilo Primary, Intake Farm Primary, Northfield Primary, John T Rice Infant School, Nettleworth Infant school and Newlands Junior School .

Crescent Primary School was last inspected by OFSTED in February 2024 and saw it judged as an '**Outstanding**' school again! We are immensely proud of this achievement, made possible by our incredible children and talented team of staff & governors.

Staff at Crescent Primary are committed, hard-working and passionate about providing our children with a newly developed creative, engaging and stimulating curriculum. Governors are supportive and play an ever increasing role in supporting our developments and ensuring that we continue to aim high for all groups of learners. We are lucky enough to have a team of DSL staff along with support staff including a Family Support Worker. Our parents are very supportive and we have many helping out around school and at our regular fundraising 'community' events. We also provide a food bank and food club for families to access weekly and a daily 'bagel' breakfast free of charge for all pupils & staff!

We have an excellent range of facilities on site. These include three halls, a large playing field, floodlit multi-use games area and a large sports hall (Crescent Centre). The Crescent Centre is a space for the Sports and the Arts used by school and hired by the community and provides seating for 120 – this makes our school productions very special indeed!

We offer Wraparound childcare before and after school along with many extra-curricular clubs run by staff and external providers. We also offer '30 hours' nursery places which is very popular with our families.

On a day to day basis our school is a calm, warm & welcoming environment where children are happy to be and enjoy their learning. We are looking for someone who can share our vision 'Happiness, Success & Learning for Life' and become part of our amazing working team.

Kind regards,

Rachel Spray  
(Head Teacher)

## Application Details

Thank you for your interest in the Site Manager vacancy at Crescent Primary School. Further details of this post and the school are included in this pack and details of how to apply can be found below.

## How to Apply

**Visits to the school are highly recommended and encouraged to see if the role is right for you. Please arrange these with Angela Brown @ [recruitment@crescent.notts.sch.uk](mailto:recruitment@crescent.notts.sch.uk)**

Should you wish to apply for the post, where possible please complete an online application form and include details which clearly demonstrate your suitability for this role.

Application forms are provided on request by emailing Angela Brown [recruitment@crescent.notts.sch.uk](mailto:recruitment@crescent.notts.sch.uk). Please read the guidance you will be sent prior to completing the form and ensure you can provide email addresses for your 2 x referees.

## Closing Date

Please ensure your application arrives by 9am on the closing date of **17<sup>th</sup> March**

## Shortlisting

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children and bring this to the interview.

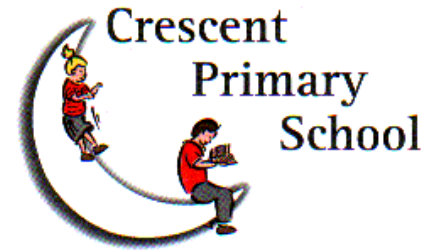
In line with Keeping Children Safe In Education, as part of the due diligence shortlisting process we will need to carry out an online search of publicly available information on the shortlisted candidates. All shortlisted candidates invited to interview will need be made aware of this check.

## Interviews

Interviews for the role will be held on **24<sup>th</sup> March (morning)**

### *Job Description*

<i>Title</i>	<i>School: Crescent Primary School</i>	<i>Post Ref:</i>
SITE MANAGER/ HEAD CARETAKER	<i>Booth Crescent</i> <i>Mansfield</i>	CPSSiteMan26
Grade 4 pt 8-14	<i>Notts NG19 7LF</i>	
£26,824 - £29,540		



### *Job Purpose*

To undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portage and maintenance of school sites and premises thereby ensuring a safe working environment

### **Key Responsibilities**

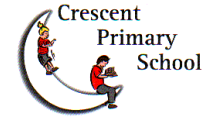
1. Monitor and operate within the school maintenance budget as allocated by the governing body of the school; to support and advise the responsible person setting the maintenance budget and maintenance plan
2. Assist with the determination of medium & long term strategies for building maintenance
3. Administration of building related matters of maintenance, repair, servicing, etc
4. Effective supervision and directive advice to the NCC cleaning staff & caretaking staff, to maintain records of timesheets, attendance records, etc as required
5. Liaison with contractors, obtaining quotations and supervision of contractors on site, ensuring compliance with H&S regulations and quality control of the work carried out
6. Undertake regular inspections of the site, buildings and plant, recording necessary repairs, obtaining estimates and contacting contractors
7. Record all deliveries and maintain the required information in the log books/stock cards, ensure adequate supplies are maintained to meet the needs of the establishment and the cleaning staff
8. Support the review and implementation of H&S policies and procedures within the establishment

## **Generic Responsibilities**

9. Ensuring security of the premises together with its contents. Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism. Key holder responsibility
10. Attending to the heating & lighting of the premises and ensuring that the required temperatures are maintained.
11. Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported
12. Attend to the heating of the premises at weekends during the approved winter period when necessary and required
13. Cleaning of designated areas in the establishment (and maintenance of high standards in these areas) including overhead kitchen canopies, removing graffiti from internal & external surfaces
14. Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gulleys, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises
15. Carrying out portage duties as and when required
16. Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings
17. In cases of emergency outside the working week e.g. intruders, fire, floods, etc., to attend for such as required
18. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
19. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
20. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
21. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

## Person specification

### Site Manager



Requirement	Essential (E) or Desirable (D)	Assessed via Application (A), Interview (I)
<b>Qualifications and Experience:</b>		
Good general education (Maths, English, and IT)	E	A
Valid UK driving licence	D	A
First Aid at Work (or willing to work towards)	D	A
Training in, or experience of, the legislation regarding asbestos, fire, legionella and/or Health & Safety in a workplace	D	A/I
Working in an educational setting such as a school / college	D	A
Experience of supervising colleagues	D	A
<b>Knowledge, skills, and abilities:</b>		
Able to plan and prioritise own workload	E	I
Ability to use own initiative and work with minimum supervision at times	E	I
Ability to undertake manual handling tasks and to work at height both safely and within regulations	E	A
Ability to carry out remedial maintenance and repairs to a good standard staying within own skill limit and certification.	E	A/I
Ability to manage contractors to ensure all on site work is in accordance with the rules and regulations of the LA to include all Health & Safety, Safeguarding and child protection matters, reporting to the Head Teacher when appropriate.	E	A/I
Understanding of and ability to work with Health and Safety regulations and best practice including the ability to undertake H&S risk assessments and manage H&S risks with legislation knowledge and COSHH	E	A / I
Good organisational skills	E	A/I
Good communication, customer relations skills	E	A/I
Excellent record keeping skills with use of IT	E	A/I
An understanding of safeguarding and a commitment to creating and maintaining a safe environment for all students	E	A/I

Personal Qualities		
Resilience, adaptability and responsive to change	E	I
Able to work as part of a team but also use own initiative and set personal goals	E	I
Equal Opportunities		
Commitment to equal opportunities and diversity in the performance of duties	E	I
Working Practices		
The candidate will need to evidence a commitment to safeguarding and protecting the welfare of children/young persons	E	A/I
Willingness to work flexibly including out of hours when necessary	E	I
CPD		
Willingness to undertake necessary training and embrace professional development throughout employment	D	A

### **Appendix 1 –Equal Opportunities Policy statement**

Nottinghamshire County Council, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service.

The operation of this policy is monitored and reviewed periodically through established joint consultation procedures with staff and trade unions. If any employee considers that she or he is the subject of unequal treatment on any of the above grounds, a complaint may be made through the agreed procedures for dealing with grievances.

## **Appendix 2 - Safeguarding Children Policy Statement**

Nottinghamshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We will respond robustly to all concerns about the safety and welfare of children, young people and vulnerable adults that are reported to us. This commitment applies equally to children and young people that we work with directly and those that we come into contact with. We expect all staff and volunteers to share this commitment.

### **Safeguarding and Promoting the welfare of Children**

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from harm;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child protection is a key element in work to safeguard and promote the welfare of children. Child Protection refers to work undertaken with children identified as being at risk of significant harm.

All those who come into contact with children and families in their everyday work, including practitioners who do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children. If you have a specific role in relation to safeguarding children this issue will be covered with you fully in your induction and form part of your ongoing professional development and training. If you do not have a specific safeguarding responsibility you are likely to be involved in one of three main ways:

- You may have concerns about a child, in which case they must be referred to children's social care or the police. School staff (both teaching and support staff) should be made aware of the local procedures to be followed for reporting concerns about a particular child. This will normally be via the school's designated officer or their nominated deputy or if neither are available, another senior member of the school's staff. In emergencies, however, contact the police direct;
- You may be approached by children's social care and asked to provide information about a child or family or to be involved in an assessment. This may happen regardless of who made the referral to children's social care;
- You may be asked to provide help or a specific service to the child or a member of their family as part of an agreed plan and contribute to the reviewing of the child's progress.

If your job does not involve direct work with children and families you are still required to bring to the attention of the appropriate authorities any concerns that you may have in relation to children. The contact details for Children's Social Care teams are set out below.

The government have produced guidance that outlines these responsibilities in more detail. For staff with Internet access the link below will take you to this document. Paper copies will be provided for staff without Internet access. [KCSIE](#)

All staff are required to read this document and make sure that they are clear about what is required of them during their induction period. If, having read the document, you have any queries please discuss these with your line manager.

If you have concerns about the safety or welfare of a child you must follow the steps set out above. If you wish to discuss your concerns with a social worker please contact the reception and assessment duty social worker in the area the child lives. If you are not sure where the child lives please contact any of the numbers below and the duty social worker will still assist.

All new referrals must go through to the MASH team (multi agency safeguarding hub), telephone 0300 500 8090.