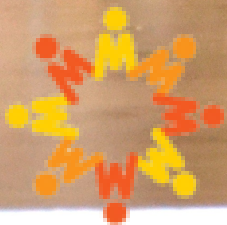




**Morningside Primary School**

**Site Manager Application Pack**



**Morningside Primary School**  
and Children's Centre





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**Morningside Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**

**We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.**





## Welcome

Dear applicant,

Thank you very much for your interest in the role of Site Manager at Morningside Primary School. I hope you will find this information a useful introduction to our school.

Morningside is an outstanding two-form entry primary school in the London borough of Hackney, located very close to Hackney Central in the heart of a diverse, vibrant and exciting community. Our children come from truly diverse backgrounds, many different languages are spoken. Our school has been through a period of considerable change over the last few years and our aim is to build on the hard work that enabled the school to make rapid improvements and to secure excellent learning opportunities for all of our families.

We are seeking a Site Manager who is highly motivated and extremely practical to work alongside our dedicated staff supporting children and their families by keeping our premises clean and safe.

Our new Site Manager will join a very committed and hard-working staff body who all want to ensure that every child fulfills their potential, both now and in the future. If you share this vision and are committed to helping provide the best possible learning environment for children, we would like to hear from you.

Please find further guidance on Morningside, the type of colleague we are seeking to appoint and details on how to apply for the post within this pack.

We welcome and encourage school visits. Please contact the school office on 020 8985 5382 to arrange a suitable date and time.

Yours sincerely,

Janet Taylor  
Headteacher



## About Us

Morningside is a two-form entry primary school with a Children's Centre. The community is culturally and ethnically diverse and we pride ourselves on being an inclusive school.

Our age range is from 2 to 11 years old and we have more than 450 children on roll.

There are two classes in each year group with 30 pupils in each class.

We have two Nursery classes at the school and two in our Children's Centre with sessions in the morning and afternoon, with some children attending on a full-time basis.

Close to 50% of our pupils are eligible for free school meals.

65% of pupils speak English as an additional language.

Our on-site Children's Centre supports members of our community and is where the two year old nursery is situated.



### Our vision is for the school to be:

- A place where children can achieve their full potential in academic, creative, personal, physical, moral and spiritual development;
- A caring place where children and adults feel they make a contribution and are valued as individuals; A place where everyone is aware of their rights and responsibilities and where children learn respect for themselves and others.
- A partnership between children, parents, staff and the community as a whole.





## Primary Advantage Federation

Morningside Primary School is a part of the Primary Advantage Federation.

We are a group of schools working together because we believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

### WHAT IS OUR APPROACH?

- We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually
- We believe passionately in improving the life chances for our pupils
- We do not tolerate low expectations
- We match tried and tested strategies that we know work to the needs of the schools and use our experience of supporting schools in successfully implementing them
- We promote a **collaborative approach** whilst developing the capacity of each school to **serve its own community and retain its distinct identity**
- We recognise the importance of individuality, spontaneity and creativity in developing innovation

### WHAT OUTCOMES DO WE WANT?

- Every teacher is a good teacher; every school is a good school
- Teachers who use the most effective teaching methods to motivate learners and raise aspirations. As a result all pupils will make good or better progress
- Quality learning environments where pupils feel safe and secure, known and valued and motivated to learn. Robust teaching and application of ICT skills ensure our pupils are properly equipped for the next stage of learning
- Curriculum provision which inspires and motivates pupils and broadens their horizons. Our curriculum supports community cohesion through an international curriculum strand
- We work with precision and move incrementally towards achieving outstanding grades in the majority of aspects of each school's work
- Through pupil partnership work we continue to break down locally perceived boundaries and help pupils to work harmoniously with pupils from other areas of Hackney
- We seek to maximise the efficiency and effectiveness of each school by capitalising on centralised services and sharing systems

Find out more about Primary Advantage Federation  
by visiting  
[www.primaryadvantage.co.uk](http://www.primaryadvantage.co.uk)





## School Development Plan

Our key priorities are as follows:

### Leadership and Management

To develop leaders at all levels

### Quality of Education

Review and develop assessment and monitoring processes to ensure that post-lockdown support for learning and teaching is of the highest quality

To further develop pedagogy through high quality professional development

To develop oral communication so that all pupils can demonstrate understanding, express feelings and ask questions

To carefully monitor the progress of disadvantaged pupils and those who are not on target to meet end of year expectations

To further develop our provision and PPG strategy to ensure that disadvantaged pupils achieve well in all phases

To review and further develop our provision in RE, PHSE and RSE.

### Behaviour and Attitudes

To work with pupils and staff to eliminate labelling and bias

### Personal Development

To further improve our work with agencies and the wider community to ensure that the health and wellbeing of all pupils and families is a key focus

### Early Years Education

To use Early Adopter experience to support the full statutory roll out of the new framework in September 2021

To ensure that the EYFS curriculum supports progression, effective pitch and challenge

Develop leadership of EYFS





## Site Manager - Job Description

### JOB PURPOSE:

- \* Responsible for the property and in assisting in the management of the school. Liaising daily with the Headteacher on caretaking and site management issues.
- \* Maintaining any machinery or plant within the school. Maintaining the internal and external fabric of the schools premises as a safe working environment.

### MAIN DUTIES AND RESPONSIBILITIES:

#### Management & Supervision

- \* Ensure contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Site Manager will report to the Headteacher on any failure to meet the required cleaning standards.
- \* Deal with enquiries from staff and pupils .
- \* Induction and training of other caretaking staff and cleaners to ensure they are conversant with the duties and standards of work expected of them.
- \* Supervision of caretaking/cleaning staff

**Job Title:** Pastoral Manager

**Salary:** PO1

**Start Date:** Summer Term 2022

- \* Maintain effective working relationships and ensure good timekeeping, dealing with minor grievances and ensuring work schedules and standard are maintained.
- \* Certify weekly time sheets for cleaners and preparing claims for caretaking fees for lettings.
- \* Attend training courses where appropriate.
- \* Report to Governing Body which will involve attendance at Governors meetings where appropriate.
- \* Manage and monitoring of any facility or building contractors that are undertaking work on the schools premises.

- \* Manage the hiring/letting of the school premises in consultation with the Headteacher.

#### Security

- \* Manage the opening and closing of school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use.
- \* Liaise with emergency services.
- \* Consult with Headteacher on cover arrangements for lettings and out of school hours functions.
- \* Ensure the weekly checking and proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed
- \* Undertake yearly fire risk assessment.



- \* Compile reports on acts of vandalism for the Headteacher and Police where necessary.
- \* Assist in the management of internal mail courier duties as required by the Headteacher.
- \* General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur.
- \* In conjunction with the Headteacher ensuring the safe use of the school site at all times .

#### Heating

- \* Manage, check and control system function, including frost precaution procedures.
- \* Maintain stock levels as required including ordering and receipt of supplies.
- \* Vent heating system as required.
- \* Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- \* Report all defects to the appropriate maintenance contractor.
- \* Change filters as appropriate.

#### Energy Conservation

- \* In conjunction with the Headteacher, implement all agreed policies.
- \* Reading, recording and reporting all meter readings as required by the Headteacher and or Energy Conservation Officer.
- \* Liaison with the Energy Conservation Officer.
- \* Implement recommendations authorised by Headteacher.

#### Emergencies

- \* Cleaning sickness, etc and spillages as required.
- \* Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate
- \* Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- \* Ensuring access, assist and secure premises for all emergencies services as necessary

#### Lettings

- \* Manage the Lettings process
- \* Ensure effective lettings; ensuring areas are cleaned as required in accordance with Hackney Learning Trust's arrangements.

#### Internal Maintenance

- \* Reporting all defects which require specialist repair.
- \* Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.

- \* Regularly inspect all plumbing and report/repair defects as appropriate.
- \* Regular measurement of water temperature re: prevention of Legionella.
- \* Synchronise all clock, time switches, etc as required.
- \* Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).

\* Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Headteacher.

\* Be responsible for the supply and availability of hygiene materials as required.

\* Receive and move supplies to various parts of the building as appropriate.

\* Remove or obscure all graffiti as required by the Headteacher.

#### External Maintenance

\* Maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.

\* Clean and clear all drains, gullies and ensure effective and healthy operation.

\* Inspect outside fabric of the school and report and/or repair defects as appropriate.

\* Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.

\* Agree a system with Governing Body, and Headteacher for window cleaning arrangements, and monitor if appropriate.

\* Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.

\* Inspect all outside areas for hazardous materials. Consult with Headteacher for the best method of removal.

\* Maintenance of school gardens including planting bulbs etc.

\* Oversee regular cutting of grass.

#### School Cleaning

\* Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Headteacher.

\* In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.

\* On direction from the Headteacher, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major school activities, inclement weather problems, emergencies, building works, etc).

\* In areas where the Caretaker undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Headteacher.

\* Daily disinfection of water fountains.

#### Stock Control

\* Maintain stock levels as required, ordering and receipt of supplies within agreed budget in consultation with Senior Admin Officer.

\* Ensure safe storage of all stock in clearly labelled cupboards/areas.

\* Maintain an up to date list of all hazardous substances and where they are located, ensuring a copy is kept in school office in case of emergency.

#### **GENERAL:**

\* This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

\* Take part in the school's performance management system.

\* Attend governing body meetings on a regular basis.

\* Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates who are selected for interview will be required to give details of any criminal convictions on their criminal self-record form and expected to disclose further information when requested.

\* Because this post involves working in a child-centred environment, candidates are required to comply with the school's procedures in relation to Keeping Children Safe in Education (2021). Successful candidates will be required to undergo an enhanced DBS check prior to confirmation of their appointment.





## Person Specification - Site Manager

### Qualifications

#### Essential

N/SVQ Level 4/ NHD / Degree in relevant discipline or appropriate experience at senior level

### Experience

#### Essential

Relevant experience of working in a similar role within a school or similar setting

Experience of monitoring and liaising with contractors and suppliers

Experience of current cleaning materials/methods/ appliances and monitoring the quality of work undertaken by cleaning staff

### Knowledge

#### Essential

An understanding of health & safety requirements of a school or other public institution

To communicate clearly to all sections of the school community both verbally and in writing.

Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community.

Full working knowledge of relevant policies / codes of practice / legislation

### Skills

#### Essential

D.I.Y. skills to undertake day to day repairs and maintenance of building, including a working knowledge and operation of the school heating system.

Ability to assist in the training and induction of new cleaning and caretaking staff.

Understanding of the principles of health & safety in a school environment including COSHH.

Ability to adhere to working procedures and policies within the school environment.

Ability to operate as part of a team or individually as required.

Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.

Ability to carry out a range of administrative tasks, including stock taking and ordering.

Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school



## How To Apply

Applicants are asked to complete all the standard information required on the Primary Advantage application form, to submit a supporting statement, addressing all the criteria identified in the person specification.

Please specify the role you are applying for:

### quoting reference MS-SM22

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer
- You provide a referee who can confirm your ability for the role



Completed application forms must be received by Wednesday 16th March 2022 by 12pm (noon) and emailed to:

[recruitment@morningside.hackney.sch.uk](mailto:recruitment@morningside.hackney.sch.uk)

- Previous applicants need not apply
- CVs will not be accepted
- Interviews will be taking place on Wednesday 23rd March 2022

*We look forward to receiving your application.*

## Successful Candidates

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.





## Where to find us

**Morningside Primary School**

**Chatham Place**

**Hackney**

**London**

**E9 6LL**

**Tel: 0208 985 5382**

**Email: [recruitment@morningside.hackney.sch.uk](mailto:recruitment@morningside.hackney.sch.uk)**

**Website: [www.morningside.hackney.sch.uk](http://www.morningside.hackney.sch.uk)**

