

Site Manager

Required as soon as possible



Linton Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced DBS Check and a barred list check. Other checks may be requested if applicable.

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LINTON VILLAGE COLLEGE, Cambridge Road, Linton, Cambridge, CB21 4JB

A comprehensive 11 – 16 Academy of 830 students

Principal: Helena Marsh, MEd

Site Manager

Scale 6/SO1; points 19-22/23-25 (£25481-£27041/£27741-£29577) to be negotiated depending on experience and expertise

Permanent

Required as soon as possible

We are seeking a capable, professional and determined individual to maintain a safe, healthy and smooth running of our school site and its operations. The successful applicant will be responsible for the College's estate, leading the site team and overseeing maintenance, health and safety and compliance in liaison with the Trust and contractors. We are looking for someone that has high standards and is able to manage people and resources effectively. The ability to plan strategically and well as offer practical skills is important to this role.

Linton Village College is an ambitious and inclusive comprehensive 11-16 school at the heart of its local community. Ensuring a high-quality education for all of our students on a daily basis is our core priority. This is underpinned by a culture in which strong relationships, effective pastoral care and personal development opportunities are of paramount importance. We are committed to offering enriching learning experiences and we strive for educational excellence. We have very high expectations and provide a nurturing, friendly and supportive environment in which everyone can thrive and achieve.

The school supports colleagues' professional learning in national programmes as well as through a broad in-school and Trust-wide training offer. We also enjoy strong links with primary partner schools, sixth form colleges and the Faculty of Education at the University of Cambridge. Our membership of Anglian Learning provides further opportunities for career development and collaboration.

To find out more about this vacancy, please download an application form and information pack from our website at www.lvc.org. We welcome contact from interested candidates to discuss the role. Please contact humanresources@lvc.org to arrange to discuss the role or visit the school.

The College supports flexible working and requests for flexibility in working arrangements/patterns will be considered. Closing date for receipt of applications is **Wednesday 6th July at 9.00am**.

Applications must be submitted on the College's application form; CVs will not be accepted.

All staff share a commitment to Safeguarding and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check and other checks may be requested if applicable. We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered.



Dear Applicant

Site Manager

Thank you very much for your interest in this position at Linton Village College. I hope that the information enclosed will encourage you to apply to join our dedicated team of staff and helps you to appreciate what makes Linton Village College a special place to work and learn.

College ethos

We are a relatively small 11-16 comprehensive secondary academy with around 830 students on roll. Our culture is characterised by an inclusive and caring ethos. At Linton Village College everyone is a learner and every learner matters. Opened in 1937 as the third of Cambridgeshire's Village Colleges, the school is still true to Henry Morris' founding vision for cradle to grave learning. We operate a community sports centre and adult education provision in addition to housing community users.

Location and facilities

Linton Village College is situated on the outskirts of Cambridge. Our students come from a large number of primary schools in South Cambridgeshire and bordering Essex and Suffolk villages, plus the town of Haverhill. There are excellent transport links and we have an expansive campus with lots of green spaces and some fabulous facilities including a beautiful library, science labs, dance studio and excellent sports amenities. Our staff and students also benefit from links with the Granta Special School that is co-situated on our site.

School culture

Having been a pilot school for the Relational Schools research project, we prize the importance of developing strong relationships between all members of the College community. As a close-knit staff, there is collaboration and support across departments. We are people-centred and committed to having reasonable workload expectations of our staff (as showcased by the Department for Education) and access to high quality professional development. The six Linton Learner attributes are the qualities that we recognise, develop and promote in our students: curiosity, reflection, ambition, care, independence and responsibility. We have a strong safeguarding culture at the College.

Student profile

As Linton Village College has grown, its student demographic has diversified. Our cohort varies year on year but is typically above national average with a significant proportion of higher-attaining students. Our intake is very comprehensive and in recent years we have attracted more students with acute SEND. Some have benefited from bespoke provision with the Granta Special School while others have needed more in-house modification to meet their needs. The proportion of students eligible for the Pupil Premium is lower than the national average (around 11%). We have relatively few EAL students.

Pastoral care

The care and support on offer to students is a strength at Linton Village College. Each student is a member of a horizontal tutor group within a vertical House. The form tutor plays an integral role in offering pastoral care and supporting educational success. A Support Hub houses the four Heads of House and a range of other colleagues with specific pastoral expertise including an inclusion and safeguarding team, wellbeing mentors and a counsellor. This team works in partnership with the SEND team in our Henry Morris Centre.

Academic success

The College has maintained above-average levels of attainment and progress over a number of years with Progress 8 results of around/above +0.3 since the introduction of this measure. We are consistently within the top 25% of all schools nationally. In 2019, all students achieved positive value added, including vulnerable groups, with exceptional outcomes achieved in Science and Art. We are keen to sustain this success and strive for even stronger outcomes and to close achievement gaps, particularly in Maths, for SEND students and low/middle prior attaining boys which are areas of relative underperformance.

Enriching education

We value the importance of a holistic education. Students at Linton Village College benefit from a wealth of enrichment activities including trips and visits to support the curriculum (particularly in STEM subjects and careers education) in addition to a thriving extra-curricular programme. An enrichment week in the summer term enables all students to engage in cultural opportunities beyond the classroom – the ambition is for every Year 9 student to experience a residential excursion. There are a range of lunchtime and after school clubs on offer and, as an Artsmark school, we are proud of our exceptional provision in the Arts.

Professional networks

Our staff body benefits from accessing training through Anglian Learning and through membership of Whole Education. We also have close links with the University of Cambridge and other teacher training providers as well as our local primary schools. Membership of a local, community-focused and like-minded group of schools affords us lots of opportunities for professional development and school improvement.

College Improvement priorities

Our College improvement plan centres on the importance of achieving consistency in the quality of educational provision:

- achieving an ambitious curriculum experience for all students in all subjects;
- embedding consistent and effective behaviour for learning across the school;
- ensuring that SEND teaching and provision enables all students to be successful.

It is my seventh year as Principal and it is a privilege to lead the College. However, there is much to be done to ensure that Linton Village College continues to be a vibrant, high-performing and successful school that meets the needs of all of its learners. I hope that you feel inspired to join us and play an integral role in the College's improvements.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Helena Marsh

Principal



Job Description: Site Manager

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Site	Linton Village College
Grade	Scale 6/SO1; points 19-22/23-25 (£25481-£27041/£27741-£29577) to be negotiated depending on experience and expertise
Responsible to	Deputy Principal / Operations Manager

Overview

Purpose	The Site Manager plays an integral role in the safe and effective running of the College. They are responsible for managing and developing the estate, through leading a team of caretaking and grounds personnel and liaising with external contractors, and ensuring efficient and effective use of physical and financial resources. They oversee the College maintenance schedule and capital works to ensure compliance, address issues proactively and take pride in ensuring a positive and smooth-running learning environment for the College community.
Reporting to	Deputy Principal / Operations Manager
Liaising with	Principal, Deputy Principal, Trust Director of Operations, teaching/support staff, contractors.
Working time	Full-time/Part-time
Salary/Grade	Scale 6/SO1; points 19-22/23-25
Disclosure level	Enhanced

MAIN DUTIES	
Leadership and Management	Lead and manage the site team and contractors, including caretaking, cleaning and health and safety compliance; scheduling, delegating and prioritising work as necessary. Liaise closely with the Deputy Principal and Trust Director of Operations to oversee the effective operations of the site. Ensure all members of the site team, including self, comply with all policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection; reporting all concerns to the appropriate person. In accordance with the College appraisal policy for support staff, to be responsible for the performance management of the site team,

	<p>including addressing complaints and issues.</p> <p>Take a leading role in site team recruitment processes, ensuring safer recruitment processes are followed.</p> <p>Arrange for training and professional development of self, the site team as appropriate.</p> <p>Report sickness absence of members of the site team and College to the HR Officer and work closely with them to resolve any personnel issues within the team. Approve initial authorisation for holiday requests for members of the site team in line with College policy, ensuring sufficient staffing is maintained at all times.</p> <p>Work closely and collaboratively with other site team and premises/operations personnel across the Trust, ensuring that there is consistency in the management of site management.</p>
Finance and Resources Management	<p>Ensure that the College achieves best value for money through understanding, monitoring and controlling the buildings and maintenance budget, contracts and associated resources.</p> <p>Maintain a systematic approach to seeking quotations, placing orders and approving expenditure in relation to maintenance and compliance, in line with College financial processes.</p> <p>Authenticate all invoices received from buildings, energy and maintenance contractors before these are passed to the Finance Office for payment.</p> <p>Monitor the usage of energy and promoting energy conservation in the College, including the keeping of records of consumption and the identification of trends.</p> <p>Assist the Finance Manager with maintaining an appropriate asset register and ensure compliance with procedures for disposal of redundant equipment/assets.</p> <p>Work closely with the Finance Manager to develop a strategic buildings and maintenance schedule.</p> <p>Work closely with the Trust Director of Operations and other staff to assist with the planning and delivery of capital and school funded projects.</p> <p>Deliver an effective, costed maintenance strategy across the site.</p>
Health and Safety	<p>Work closely with the College's leadership team to deliver emergency procedures and plans, including continuity and critical incident plans.</p> <p>Ensure all activity undertaken by the site team and all contracted services (relating to site maintenance and premises management) is carried out in full accordance with health and safety regulations.</p> <p>Oversee the use of the compliance software Every for maintenance, scheduling of works and compliance, planning, organising and delegating necessary tasks whilst maintaining up to date records.</p> <p>Be an active member of the College's Health and Safety committee and contribute to reporting of risk management to governors.</p>

	<p>In relation to all mechanical and electrical appliances and serviced fuel, ensure that the College is fully compliant with all statutory laws and guidelines relating to health and safety.</p> <p>Maintain up to date records, statutory checks and certification, logs and documents for all serviceable equipment.</p> <p>Ensure compliance and up to date records in regards to fire and evacuation, asbestos register, key register, insurance, testing and appropriate licenses.</p> <p>Ensure that the site team, including self, have up to date first aid and other relevant Health and Safety training and access to first aid equipment, in liaison and information sharing with the College's Safeguarding Officer.</p> <p>Ensure that contractors adhere to College policies and have permits to work.</p> <p>Follow Health and Safety guidance from relevant published guidelines, update and produce risk assessments and complete relevant paperwork and reports, including RIDDOR record-keeping and communication with SLT and governors to address issues, as required.</p> <p>Attend termly Health and Safety committee meetings.</p>
Caretaking and Maintenance	<p>Manage physical condition of the grounds, buildings, furnishings and furniture, taking appropriate steps to ensure maintenance and repairs where necessary.</p> <p>Be a key holder and attend the College as swiftly as is practicable and reasonable to do so.</p> <p>Oversee access to the buildings and grounds during school opening times and enable emergency access to the College as may be reasonably required outside normal hours of opening.</p> <p>Oversee preparation of the site for all calendared College activities and events, including car parking arrangements.</p> <p>Liaise with any contractors on site, facilitating their work; directing workmen and contractors to the site of maintenance work and inspecting the work of contractors as required.</p> <p>Ensure all routine procedures and inspection of ancillary equipment e.g. pumps, batteries, window blinds.</p> <p>Arrange for the access to readings for gas, electricity and water meters.</p> <p>Ensure the effective operation, maintenance and restocking of all equipment, fuel and supplies that service the College.</p> <p>Oversee the effective operation and testing of key facilities and machinery.</p> <p>Undertake portage duties as required and particularly the laying out of furniture and other equipment for timetabled and calendared activities.</p> <p>Be responsible for the delivery, storage and dispatch of stores, materials and other goods.</p>

	<p>Be responsible for all College waste disposal.</p> <p>Arrange regular maintenance and servicing of the College minibus, ensuring the MOT and Road Tax are in place as necessary; to be available to drive the minibus as necessary.</p> <p>Bring to the attention of the Deputy Principal any repairs or maintenance work which is beyond the competence and responsibility of the College's staff.</p> <p>Resolve general estate and site issues with relevant College/Trust staff.</p>
Premises	<p>Monitor the effective cleaning of the site by contracted services and work of other contractors.</p> <p>Ensure all drains and gullies are free-flowing and clean, and clear blockages where these occur.</p> <p>Ensure all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish.</p> <p>Ensure that the site is safe to access in extreme weather conditions, e.g. high winds or snow, by managing risks, clearing paths and liaising with College leaders and Grounds team.</p> <p>Ensure all caretaking and cleaning equipment is stored safely and is in good working condition.</p> <p>Support the management of any building works/capital refurbishment projects required. Work closely with the Director of Operations in supporting Trust projects.</p>
Security	<p>In conjunction with the Principal and Deputy Principal, plan and operate routine security arrangements to deter unauthorised access to the site and buildings and to minimise theft and vandalism.</p> <p>Oversee the maintenance of the CCTV cameras and support with monitoring them and investigating issues.</p> <p>Manage site security arrangements, including physical response to alarms and incidents 24 hours a day, 7 days a week. Intervene with site security breaches professionally and report issues to College leaders and police, as necessary.</p> <p>Maintain a register of keys and key holders issued.</p> <p>Operate and maintain alarms and site security systems, keeping records up to date.</p>
Sports Centre and School Lettings	<p>Liaise with the Adult Education and Lettings Manager to ensure that necessary site and caretaking arrangements are in place for all bookings.</p> <p>Ensure that effective caretaking and maintenance support is in place for all lettings users.</p> <p>Liaise with all sports centre and other site users informing them of any closures or site issues.</p>
Professional Behaviours	To demonstrate effective professional relationships and communication with colleagues, contractors and community stakeholders and outside agencies in line with LVC's ethos and code of conduct.

	<p>Demonstrate resilience, initiative and problem-solving skills to address issues proactively and positively.</p> <p>Exhibit a commitment to safeguarding and educational excellence for all young people.</p>
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The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or line manager to ensure efficient and effective operation of the College.

Person Specification: Linton Village College Site Manager



Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Education and qualifications	Essential	Desirable
GCSE grade C+ or equivalent in English and Maths	✓	
Educated to A Level or above		✓
Relevant facilities management related qualification		✓
Relevant health and safety qualifications		✓
Full and clean driving licence	✓	
D1 driving licence (minibus)		✓
First aid at work qualification		✓
Recognised health and safety qualifications e.g. safer handling and ladder training		✓

Experience and knowledge	Essential	Desirable
Experience of working in a premises management role	✓	
Experience of working in an educational environment		✓
Experience of leading teams of staff and managing responsibilities effectively	✓	
Experience of effective project management		✓
Experience of continuing professional development	✓	
Experience of effective facilities management		✓
Experience of risk management	✓	
Experience of producing reports on premises and operations	✓	
Experience of procuring services and monitoring contracts to ensure value for money		✓
Relevant practical experience and skills e.g. carpentry and building maintenance	✓	
Up to date knowledge of health and safety legislation and COSHH regulations	✓	
Knowledge and relevant practical experience of building systems, e.g. heating, security, general maintenance		✓

Professional qualities	Essential	Desirable
Strong interpersonal skills and the ability to communicate effectively with a range of different people	✓	

Professional qualities	Essential	Desirable
Ability to establish professional and productive working relationships, foster trust and work well in a team	✓	
Effective prioritisation and delegation skills and the ability to address underperformance successfully through challenge and support	✓	
Effective administration and organisation skills	✓	
Highly competent IT skills	✓	
Good attention to detail	✓	
Able to work under pressure, to deadlines	✓	
A commitment to equality and inclusion	✓	
Discreet and committed to maintaining confidentiality	✓	
Able to lead and motivate others	✓	
Flexibility in relation to duties carried out	✓	
A commitment to own professional development and developing others	✓	
Health & Safety/Facilities Management qualifications		✓

Personal Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children and young people	✓	
Dynamic, energetic and driven to achieve excellence	✓	
Creativity, problem-solving and flexibility	✓	
Ability to motivate and inspire others	✓	
Team player and team leader	✓	
Confidence	✓	
Resilience, self-motivated and calm under pressure	✓	
Approachable, positive, professional and good-humoured	✓	
Able to prioritise, meet deadlines and help colleagues to manage their workload	✓	
Good sense of perspective	✓	
Excellent attendance and punctuality	✓	
A willingness to go the extra mile for the advantage of pupils, staff and community users of the College facilities	✓	
A respect for young people	✓	
Appropriate professional relationships with colleagues and children	✓	

Application instructions/information

Recruitment incentives

- A friendly, community environment.
- Free membership of the College's Fitness Suite.
- Cycle to work scheme.
- A school laptop issued to all teaching staff.
- Access to free parking on site.
- Access to an [employee assistance scheme](#).
- A commitment to supporting healthy staff workload and wellbeing.
- Access to staffroom with free tea and coffee.

How to apply

1. Complete the application form. This is available to download from our website at <http://www.lvc.org/pages/Vacancies.php>. CVs will not be accepted.
2. Write a letter of application to the Principal, Helena Marsh, of no more than two sides of A4. Please make reference to the person specification and job description and explain how your knowledge, skills, values and attributes make you well-suited to this role at Linton Village College.
3. Send your completed application form and letter to Human Resources no later than **Wednesday 8th June at 9.00am**. to humanresources@lvc.org. Please include the vacancy job title in the subject line and attach your application form and letter. Please do not send hyperlinks or other file formats.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [Policies](#) page.
6. If you have any queries about the application process please contact Human Resources (humanresources@lvc.org)

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).

Accompanying documentation

The College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email.

Full details of the documents required will be sent with your invitation to interview.

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check. Certificates of Good Conduct and other checks may be requested if applicable.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found on our website: www.anglianlearning.org

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered.

